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ABSTRACT

This directory is designed to serve as a resource guide for vocational educators who need additional instructional material in the teaching of communications or vocationally oriented communications in their classes. The user guide explains the organization and use of the manual. The Communications Resource Materials section is divided into topic areas. It is composed of books, articles, multimedia, and computer programs. Resources have been chosen for their applicability to middle, junior high, and high school students. The resource materials provide the following information: title (listed alphabetically within each section), author (developer, editor, or agency), source (distributor of the material), description (brief explanation of purpose, some discussion of topics covered, and mention of target audience), and cost. The resources are divided into six categories: words and meanings, reading, writing, speaking, listening, and general. The Teacher Resource Materials section covers many potential areas of assistance for teachers and includes teacher education materials, references on vocational special needs, and program-oriented materials. The List of Publishers lists alphabetically the source of the materials in both resource materials sections. The appendix is a chart illustrating generalizable communications skills by vocational program area and the importance of each skill to each vocational program area. (YLB)

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Generalizable Communications Skills
Resource Directory

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Table of Contents

Page

User Guide 1

Communications Resource Materials 7

Words and Meanings 8

Reading 30

Writing 60

Speaking 73

Listening 81

General Communications 86

Additional Resource Materials 111

Teacher Resource Materials 115

List of Publishers 130

Appendices 139

Appendix A: Generalizable Communications Skills 140

User Guide

USER GUIDE

Purpose of the Resource Directory

The need for a solid foundation in the "basic skills" is becoming increasingly important for all students. Students in vocational programs have typically lagged behind in these skills. However, provisions for incorporating communications into a vocational program are not always available.

This Resource Directory is designed to serve as a resource guide for vocational educators who need additional instructional material in the teaching of communications or vocationally-oriented communications in their classes. It has been prepared to assist vocational teachers, resource teachers, and others who comprise the vocational education core. Although the resources are not an exhaustive compilation of materials, it is hoped that the directory will serve as an initial search for educators interested in identifying and evaluating supplementary materials.

Organization of the Resource Directory

This directory is divided into five major sections. The sections include: (a) the User Guide, (b) Communications Resources Materials, (c) Teacher Resource Materials, (d) List of Publishers, and (e) Appendix (list of generalizable communications skills).

The User Guide explains the organization and use of the manual. The Communications Resource Materials section is divided into topic areas such that the user may easily find specific resources. In addition, there is a section with blank pages for adding additional resources. The Teacher Resource Materials section includes those materials which may assist in the teaching of communications materials. The List of Publishers locates the source of the materials listed in both resource materials sections. The Appendix illustrates a chart of generalizable communications skills by vocational program area and the importance of each skill to each vocational program area. A generalizable communications skill is a skill which is basic to, necessary for success in, and transferable (or common) within and/or across vocational programs.

The following discussion provides further explanation regarding the organization of the resource directory.

Communications Resource Materials

This resource section is composed of books, articles, multimedia, and computer programs. Each resource has been annotated according to the information that has been given by the source or publisher. No attempt has been made to offer judgment as to its merit.

The resources were chosen as to their applicability to middle, junior high and high school students. A special effort was made to locate materials appropriate for working with special needs students. In addition, communications resources with a specific vocational-technical orientation were included.

The resource materials are listed in the following format and provide the following information:

Title:	Listed alphabetically within each section.
Author:	Developer, editor, or agency.
Source:	Distributor of the material. Complete address of this source may be found in the List of Publishers section of the directory.

Description: A brief explanation of the purpose of the resource material, as well as some discussion of the topics covered are included. If possible, the target audience level is mentioned.

Cost: The price at the immediate left margin is the list price given by the publisher or source. When a net price or school price is also listed, this appears after the slash (/). In addition, there may be an Instructor's Guide or Teacher's Manual available. In this case, it will be listed as "I.G." with the price when available. Answer Keys or other related documents are also listed when mentioned by the publisher or source. These may have a cost or may be at no charge with the order. Often there is a discount for quantity or school orders. (Please check with the publisher regarding the current cost, since costs are subject to change periodically.) If no price has been listed, then "N/L" will appear.

An example of the resources is listed below:

Title: VOCABULARY IN CONTEXT

Author: S. Dedrick and J. Lattyak

Source: Dormac, Inc.

Description: This series motivates the older student to acquire the understanding and proper usage of high-interest vocabulary words. Basic topics related to everyday experiences teach the coping skills necessary in our society. There are both vocabulary and spelling workbooks. Examples include: "Rental Words," "Physical Exam," "Driving Rules," and more.

Cost: $4.95 each

The resources are divided into the following categories:

1. Words and Meanings: These include materials on vocabulary and spelling of a practical and general nature.
2. Reading: Materials based on real-life experiences (careers, first aid) predominate in this section.
3. Writing: Both business writing and basic writing skills are taught through the materials in this section.
4. Speaking: Subjects range from the development of telephone skills to successful business speaking.

5. Listening: Auditory rehabilitation and life skills listening are among the items included in this section.
6. General: Such general communications skills as grammar concepts and composition are featured in these materials.
7. Additional Resource Materials: This section includes blank pages for adding resources not found in this directory. The directory includes a sample of potentially available materials. Most of the included materials were gleaned from publishers' catalogs, the ERIC Clearinghouse System, and published articles. Other sources will no doubt yield additional resources. It is hoped that this provision will lend to the dynamic character of this directory as a teacher resource.

In addition, resources in each of the major categories are subdivided into Practical, or vocationally oriented, and General resource materials. When available, resources are also sub-categorized into computer-assisted instructional materials and multi-media.

Teacher Resource Materials

The materials in this section cover many potential areas of assistance for teachers who want to incorporate communications skills into their programs. Included are teacher education materials, references on vocational special needs, and program-oriented materials.

List of Publishers

These sources are listed alphabetically, such that the source of a specific title in the Communications Resource Materials section may be easily located and written to for further information. Many commercial publishers offer a 30-day approval basis for examination of the materials at no charge. Materials may be simply requested "on approval." Furthermore, publishers are usually willing to supply catalogs of their materials. There is often a discount for orders of multiple copies of the materials, and the Instructor's Guide is sometimes included free of charge.

Appendix A: Generalizable Communications Skills

The chart in Appendix A represents those generalizable communications skills which were identified by an Illinois DAVTE study on generalizable skills and validated in vocational programs and occupations. The Appendix has been included as a reference to assist in identifying the specific communications skill areas needed for proficiency in a particular vocational program (see Teacher Resource, "Identification of Generalizable Skills," for the complete study).

Communications Resource Materials

WORDS AND MEANINGS

READING

Chaselle Lifeskills

Each of the ten survival vocabulary workbooks focuses on 80 words commonly seen on ads, labels, application forms, and more. Words are introduced, phonetically respelled, defined in context, and then repeatedly reinforced in motivating exercises.

$2.95

SURVIVAL VOCABULARIES

Janus Book Publishers

A series of ten books, each of which teaches 80 words or phrases associated with a common setting (Job application, Driver's license, Banking, etc.). Humorous graphics keep the presentation lively and interest high.

$2.95 Sample set $49.00

SURVIVAL WORDS PROGRAM

N. J. Dyck and others
DLM Teaching Resources

This program teaches automatic identification of 90 words and phrases considered most essential for survival. Contextual material is in short passages rather than sentences to help assure student success. Students also learn by responding to rebus drawings, which encourages them to write creative sentences using survival words.

$110.00 complete program

VOCABULARY IN CONTEXT
S. Dedrick and J. Lattyak
Dormac, Inc.

This series motivates the older student to acquire the understanding and proper usage of high-interest vocabulary words. Basic topics related to everyday experiences teach the coping skills necessary in our society. There are both vocabulary and spelling workbooks. Examples include: "Rental Words," "Physical Exam," "Driving Rules," and more.

$4.95 each

VOCABULARY SERIES

Society for Visual Education, Inc.

Everyday words found in newspapers and weekly news magazines raise the user's vocabulary in this 72-lesson program. Each program presents a definition and sample sentence. The learner then chooses the vocabulary word that fits best.

$168.00 disk, guide for series

13

GENERAL

ALPHABET ALCHEMY
G. Oliphant
Educators Publishing Service

This teacher's manual can be used in the general classroom, as well as in elementary speech or special education classes. Each alphabet sound is taught, along with four blends. An AC-60 cassette recording of the sounds, spoken by a female voice on one side and a male voice on the other, should be used with the manual. The material in this book is especially important for the student with reading problems.

$9.85

BASE

Bowmar/Noble Publishers

This tape program helps students build their vocabulary by developing an understanding of how words are structured. They do this by studying base words and affixes. The 32 lessons, plus a sample lesson, are on 17 cassette tapes.

$129.15 tape set I.G. $3.39
$3.39 student's book

BEST

Bowmar/Noble Publishers

The Best tutorial program for basic reading skills presents instruction or reinforcement in basic phonetic and structural word-analysis skills, provides intensive, individualized instruction, adapts to any basal reading program, and encourages parental involvement. Each kit contains instructional plans, a handbook, picture and letter cards, an orientation tape, and a record pad.

$55.50

BOGGLE

Chaselle Lifeskills

In this letter-cube word game, students compete against the timer and each other as they try to find hidden words in adjacent letters on the board. The game helps build vocabulary and spelling skills.

$9.50

BUILDING WORD POWER

Chaselle Lifeskills

In this series of activity books, vocabulary words are introduced in context so students learn the subtle meanings of literal and figurative language, rather than a memorized dictionary definition. The books contain interesting exercises, stories, and illustrations.

$1.90

EDUCATIONAL PASSWORD

Milton Bradley

This exciting word game is based on the popular TV game show. Two can play--or the entire class. There are 150 passwords, 450 cue words, a word decoder, and score pad.

$7.95

FUNCTIONAL DECODING AND VOCABULARY BUILDING
A. M. Hofmeister and others
E. B. Press

This program helps students who have finished beginning reading, but are having difficulty with words they cannot sound out and who are not increasing their vocabulary. They learn to master irregular words and learn simple definitions for words that occur frequently in their reading material.

$4.25 I.G. $3.95

GAMES FOR LEARNING
L. Brown
Educators Publishing Service

These five games ("Car Race," "Mystery," "Baseball," and so forth) are designed to supplement standard classroom lessons. Players succeed by correctly answering questions the teacher creates. Spelling lists and vocabulary words are potential material for questions.

$25.00

IMPROVING YOUR VOCABULARY SKILLS

Educational Design, Inc.

This text consists of vocabulary building lessons based on the most commonly encountered prefixes, suffixes, and roots - the keys to more than 100,000 words. Lessons are short and easily mastered.

$3.15

MAKING WORDS WORK FOR YOU:
A GUIDE TO CREATIVE WORD POWER
R. J. White, J. Unright
Arco Publishing Co.

Like a dictionary, the guide provides pronunciation, definitions, and illustrations of the use of each word. It also acts as a thesaurus, providing synonyms and similar concepts for each word.

$5.95

MANY MEANINGS
S. Dedrick and J. Lattyak
Dormac, Inc.

Each multiple meaning workbook features 3 different meanings for each of 25 words, complete with illustrations, 4 exercises for each word, a format applicable to both younger and older students, and more.

$4.95

101 WAYS TO IMPROVE YOUR VOCABULARY
R. White
Arco Publishing Co.

Over 101 lessons to build word power, develop a superior vocabulary, and strengthen communications skills are offered in this book in a handy and easy-to-use format. By means of a variety of word games, word exercises, and crossword puzzles, this text will both challenge and entertain readers as it enriches their knowledge of, and ability to use, the English language. Here is an ideal book to help improve vocabulary skills for job success; it is also useful for non-native English speakers.

$4.95

PLURALS
P. J. Collins and G. W. Cunningham
C. C. Publications, Inc.

Plurals contains five separate programs to teach regular and irregular plural nouns in small graduated steps. Suitable for individuals and small groups, it may be used with younger and older language-disordered adults and retarded children.

$27.95 package

POSITIVES-COMPARATIVES-SUPERLATIVES
P. J. Collins and G. W. Cunningham
C. C. Publications, Inc.

This program, intended for individuals or small groups, teaches the comparative and superlative forms of adjectives. It may be used for younger and older language-disordered adults and retarded children.

$27.95 package

PUZZLES: NOUN, VERB, PREFIX, SUFFIX

DLM Teaching Resources

The noun and verb puzzles will connect only if the picture belongs with the word. There are 50 nouns and 48 verbs. In the prefix puzzles, 12 prefixes can be matched with 3 different bases; 11 suffixes to 3 different bases. Sample sentences using each completed word are on the back of every prefix and suffix puzzle.

$9.25 prefix, suffix $9.75 verb
$8.75 noun

QUIP QUBES Sentence Game

Chaselle Lifeskills

This board game helps students improve their vocabulary and recognition of sentence structure, in addition to strengthening logical thinking. Each player receives 27 cubes that contain different words on all sides. Students are challenged to form correct sentences while blocking their opponents' efforts.

$14.75

ROAD RACE

L. Carpenter
Curriculum Associates, Inc.

This motivational game emphasizes and strengthens spelling and reading skills. Students must combine beginning and ending sounds to make complete one-syllable words. It can be used with students of varying capabilities in the primary and intermediate grades.

$32.95

STEP-BY-STEP GUIDE TO CORRECT ENGLISH, 2nd edition
M. A. S. Pulaski, Ph.D.
Arco Publishing Co.

This book gives a lucid explanation of the working relationship between words. The definition and function of each part of speech is given. The four kinds of sentences--statements, questions, commands, and exclamations--are discussed, as well as the rules of punctuation and capitalization. The book is ideal for reviewing the fundamentals of English.

$5.95

THREE DIMENSIONS OF VOCABULARY GROWTH
L. M. Paternoster and R. L. Frager
Amsco School Publications, Inc.

This text shows students how to learn from words rather than about words by means of a three-dimensional approach: word histories--words with stories behind them; etymologies--words with graphic elements within them; related meanings--words with ideas in common.

$4.45

UPWORDS

Milton Bradley

Players go for the most points by building layers upon layers of crosswords. New words are formed by changing one or more letters of existing words. The more titles piled up underneath each word, the higher the score.

$14.50

VOCABULARY BINGO

Chaselle Lifeskills

In this game, bingo cards contain words instead of numbers to help students expand their vocabulary skills. A word clue is read aloud; students scan their cards to locate a synonym. Five in a row is bingo. There are 36 bingo cards, 300 chips and over 1,000 clue cards.

$7.95

VOCABULARY BUILDER AND VERBAL APTITUDE TEST GUIDE
W. J. Miller and E. Morse-Cluley
Arco Publishing Co.

This text presents and explains the skills necessary for success in all kinds of verbal tests. A carefully-constructed word list defines and illustrates the use of over 2000 words to increase word power. These words are followed by practice tests measuring students' ability to use the terms in dozens of synonym, antonym, and sentence completion tests. There is a quick review of the rules of grammar, spelling, and punctuation, including tests of verbal analogies and correct usage to measure mastery of these important language skills. Completing this course will improve not only vocabulary, but also reading comprehension and test-taking skills.

$6.95

VOCABULARY BUILDING EXERCISES FOR THE YOUNG ADULT
D. McCarr
Dormac, Inc.

This series consists of seven high-interest vocabulary building books. Each book contains 15 lessons with 20 vocabulary words in each lesson. Exercises include words and definitions, scrambled words, using words in context in sentences, and more.

$5.50 each $38.50 set

VOCABULARY FLUENCY PROGRAM, Book B
M. M. Runnells and D. D. Durrell
Curriculum Associates, Inc.

This reading program uses live language learning to stimulate remedial readers. Students focus on the tasks of reading, writing, and speaking to develop and expand reading ability. The 50 lessons combine teacher-directed activities with paired and individual student work.

$39.95

VOCABULARY FOR THE HIGH SCHOOL STUDENT
H. Levine
Amsco School Publications, Inc.

Vocabulary is improved and enriched by means of a direct, organized, and precisely-focused attack. Such basic concepts as learning new words from context and enlarging vocabulary through central ideas are covered.

$4.75 workbook ed.
$3.50 paperback ed.
$6.00 hardbound ed.

VOCABULARY IN CONTEXT
S. Dedrick and J. Lattyak
Dormac, Inc.

This series helps motivate the older student to acquire the understanding and proper usage of high-interest vocabulary words. The vocabulary workbooks and accompanying spelling workbooks were developed specifically for those who experience difficulty in acquiring the English language.

$4.95 each workbook

VOCABULARY SKILLBOOK SERIES

Chaselle Lifeskills

Four activity-packed skillbooks introduce and reinforce reading and vocabulary skills using exciting games, exercises, and puzzles. The Word Structure Skillbook focuses on prefixes and root words, while Using the Context teaches students to look for context clues to identify unfamiliar words. Synonyms and Antonyms and Homographs and Homophones are both designed to minimize confusion with tricky words.

$39.95 40 books (10 each of 4 titles)

VOCABULARY, SPELLING AND GRAMMAR

W. J. Miller and E. Morse-Cluley
Arco Publishing Co.

An extensive vocabulary, a good command of spelling, and knowledge of the rules of grammar and usage are sure to result in higher scores on civil service, military, scholastic, and employment tests. The vocabulary section includes over 2000 words every test-taker should know. The chapter on etymology defines and illustrates 150 prefixes, suffixes, and roots to help decipher unfamiliar words that may turn up on tests. Fifty practice tests cover synonym, antonym, sentence completion, and verbal analogy questions assembled from a variety of previous tests. The spelling section offers tips on improving spelling skills, 8 easy rules for spelling any English word, a list of the 400 most commonly misspelled words, and practice tests to assess and improve spelling skill. The grammar section defines and explains the parts of speech, provides a concise review of the rules of punctuation and capitalization, and tests mastery of the subject with hundreds of previous test questions on correct usage and effective expression.

$6.95

WHAT YOU CAN DO WITH A WORD: 300 CLASSROOM READING ACTIVITIES

D. Raymond
B. L. Winch and Associates/Jalmar Press

Useful for young learners as well as older remedial students, this text includes workable, practical, innovative ideas to develop sight recognition vocabulary, word analysis skills, and comprehension.

$7.00

WHEN YOUR MIND GOES BLANK

EBSCO Curriculum Materials

A resource book of word lists and activities. Thousands of words have been gathered into lists on many different subjects. Abbreviations, synonyms, rhyming words, colors, occupations are a few of the subjects.

$15.95

WIDE WORLD OF WORDS
J. D. Berbrich
Amsco School Publications, Inc.

This text shows students how to widen their vocabularies as they widen their own personal worlds. Students discover how they learn words through experience--direct or vicarious. They learn to become "word watchers"--and find related and multiple-use words.

$5.75

WORD ENDINGS
A. M. Hofmeister and others
C. C. Publications, Inc.

This program enables students to decode short vowel words ending in -s, -ed, -er, and -ing; to read regularly spelled words that have a final "e" and a long vowel; and to read a mixed list of the above at the rate of 30 words per minute. This type of practice can open the door to functional reading for the student.

$2.95 I.G. $3.95

WORDPLAY
W. J. Levy
Amsco School Publications, Inc.

This text enriches students' vocabulary by means of a multi-dimensional study of a manageable number of words. Activities are exceptionally varied, inventive, often playful, making the words come alive. Students apply and extend learning by writing an original paragraph in each unit.

$3.20

WORD POWER FOR EFFECTIVE WRITING
J. H. Jackson and E. G. Pearce
Bobbs-Merrill

This text-workbook features a thorough review of correct usage of the English language in context, covering grammar, word choice, capitalization, punctuation, spelling, proofreading, and style.

$9.86

WORD POWER GAME

Chaselle Lifeskills

This exciting board game helps students develop vocabulary skills as they are challenged to distinguish synonyms from antonyms and define the words correctly. Included are a dictionary of all words used in the game, 3 decks of word cards, play money, and instructions.

$14.95

WORD RESOURCES
T. E. Walker
Bobbs-Merrill

The book provides a systematic tool for enrichment of vocabulary and word usage through the study of roots, stems, and affixes, as well as the language origins of English words.

$9.03 I.G. $2.75

SPELLING

ADVANCED SPEED SPELLING

J. Proff-Witt
C. C. Publications, Inc.

This program builds on a base of spelling skills developed in Speed Spelling. While Speed Spelling teaches the regularities of written spelling, this program teaches the irregularities. It may be used by students of any age who need to master sixth through twelfth grade spelling skills.

$9.95 $77.95 kit (manual, 20 student books, word list packet)

CONTINUOUS PROGRESS IN SPELLING

Bowmar/Noble Publishers

This multilevel basal spelling program presents a core vocabulary of over 4,000 words, 98% of the words most commonly used in writing. Students are placed at their individual levels of spelling ability and allowed to work at their own pace. They study only those words they do not know. A core study system teaches them to apply motor skills as well as visual and auditory senses to the study of spelling.

$189.90 kit $3.18 student book

IMPROVING YOUR SPELLING SKILLS

Chaselle Lifeskills

This skill-building worktext shows students how to avoid the most commonly made spelling errors in 38 short, easy-to-follow lessons and practice sessions. The text also contains review pages and mastery tests.

$3.25 $31.50 10 copies and guide

IMPROVING YOUR SPELLING SKILLS

Educational Design, Inc.

This skills-building approach to spelling teaches how to avoid the most commonly encountered problems--dropping silent "e," words ending in "y," etc. Lessons are short and easily mastered.

$3.15

KEYS TO SPELLING MASTERY, 6, 7, 8

Allred, Baird, Read
The Economy Company

This complete spelling program includes spelling, word-building, dictionary, and written expression activities. Word lists feature those words most frequently used in writing. Spelling skills are also practiced in composition activities.

$6.57 I.G. $7.95

MICHIGAN PROGRAMMED SPELLING

E. L. Huelsberg
Ann Arbor Publishers

Levels 7 and 8 of this program seem most appropriate for vocational education at the upper junior-senior high school. Visual discrimination, visual sequencing, and word meanings are included. Lists are cross-referenced from three sources of words most often misspelled by high school and college students and adults. Lower levels build on the Dolch Sight Vocabulary of 240 words. Cassettes (at the lower levels) and crossword puzzles are also available.

$ 8.00	book (level 1-8)
$24.00	cassettes (4) (level 1)
$24.00	cassettes (4) (level 2)
$24.00	cassettes (4) (level 3)
$ 2.50	crossword puzzle (level 1-3)
$ 2.50	crossword puzzle (level 4-6)

A PRESCRIPTIVE SPELLING PROGRAM

Barnell Loft

This diagnostic and prescriptive spelling program has been designed to evaluate spelling ability, diagnose specific weaknesses, and to provide instructional material to strengthen the areas of deficiency. The three books deal with specific areas of the spelling process. There are complete diagnostic and prescriptive spelling programs, diagnostic instruments, books, evaluation forms, and pupil worksheets.

$73.95 complete diagnostic and prescriptive spelling programs
(30 books 10 each, level 1, 2, 3)
I.G. (level 1, 2, 3)

SEE, SAY, AND WRITE!

N. Lewis
Amsco Student Publications, Inc.

Students are given a multi-sensory approach to spelling power through spelling patterns. Words are taught according to the patterns they have in common--sounds or structural features. A pattern box in each unit shows the pattern clearly and forcefully.

$5.75

SPEED SPELLING

J. Proff-Witt
C. C. Publications, Inc.

The goal of this individualized, phonetically-based spelling program is to increase the speed and accuracy of written spelling following a systematic development of sound to letter correspondence. The placement test places each student in the program at the appropriate level. The program is intended for students of any age who have not mastered first through sixth grade spelling skills.

$9.95
$77.95 kit (manual, 20 student books, word list packet)

SPELL IT OUT 1, 2, 3

Globe Book Company

This junior high spelling series has both a reading and spelling section. High-interest, nonfiction stories motivate underachievers; the text workbooks are illustrated with large, eye-catching photographs. Words are chosen from lists of words most commonly used and frequently misspelled.

$3.69

SPELL STUMPERS

Chaselle Lifeskills

Sixteen innovative crossword puzzles, fill-in games, and other activities help students learn commonly misspelled words. There are 16 duplicating master worksheets, each with an answer key.

$5.95

SPELLING WORDS IN USE
G. W. Woodruff and G. N. Moore
Curriculum Associates, Inc.

This text is for the student who often misspells the most common words. These words and their derived forms are put into use and practice through context activities. There are 24 lessons, with 10 words per lesson.

$29.95

COMPUTER ASSISTED INSTRUCTION

BANK STREET SPELLER
Broderbund
EBSCO Curriculum Materials

This program encourages students to write well, and reinforces good study habits such as checking work, using the dictionary, and building vocabulary. It is formulated to correspond to the vocabulary in all major language arts and reading texts.

$69.00 Apple + IIe

COMPUTERS IN EDUCATION TEXTS

Prentice-Hall

These ten texts include Computer-Based Instruction: Methods and Development, Computers in Early and Primary Education, Coping with Computers in Elementary and Middle Schools, and more. Today's children must be computer-literate to succeed in the future. With the aid of these texts, teachers will be able to integrate the computer into all phases of the educational process.

$15.95 - $22.95

ESSENTIAL STUDY SKILLS SERIES
R. Tomback and others
Media Materials, Inc.

This series of six microcomputer packages includes: "Following Directions" (oral and written directions, picturing the directions, etc.); "Key Reference Skills" (parts of a book, using reference materials, etc.); and more.

$39.95 individual title $239.70 series of six

ESSENTIAL VOCABULARY SERIES
Compare and Contrast (2 packages)
Detecting the Precise Meaning (2 packages)

B. L. Winch and Associates/Jalmar Press

"Compare and Contrast" explains and uses homographs, homophones, synonyms, and antonyms in sample sentences. "Detecting the Precise Meaning" gives students a clearer understanding of how to select the precise meanings of words.

$79.90 each package $155.95 2 packages

WORD ANALYSIS SERIES
Analyzing Word Structure (2 packages)
Start to Finish (2 packages)

B. L. Winch and Associates/Jalmar Press

"Analyzing Word Structure" shows students how contractions are formed and describes root words. "Start to Finish" offers motivating lessons on prefixes and suffixes.

$79.90 each package $155.95 2 packages

WORD BENDERS, A-1, B-1, C-1
H. Black and S. Black
Midwest Publications, Inc.

These books and software are deductive-thinking skill puzzles which promote vocabulary building and spelling skill. This game-like format encourages students to recognize and change word roots, prefixes, and suffixes to create new words.

$4.75 each text $39.95 each software package

WORDPLAY

Hartley Courseware

This software program has three exciting games that will help a student learn to recognize and spell any new set of words. Teachers may also edit and enter their own word lists.

$35.95 package

MULTI-MEDIA

BUSINESS VOCABULARY

Career Aids, Inc.

This series includes filmstrips, cassettes, and program guides which are geared toward terminology in the following fields: general office, billing and customer service, accounting and bookkeeping, data processing, and purchasing.

$79.00 $40.00 purchasing terminology
$335.00 set

KNIGHT INDIVIDUALIZED SPELLING PROGRAM

E. Knight
Educators Publishing Service

This supplementary spelling program consists of 14 C-60 cassette tapes and a student workbook which reinforces spelling rules. It stresses an auditory approach to spelling. Students progress from hearing and writing words with simple one-letter sounds to more complex, multi-lettered sounds.

$112.00 kit (14 cassettes, I.G., 1 spirit duplicating master, 12 student workbooks)

READING VOCABULARY

J. D. Coley and M. O'Shea
Media Materials, Inc.

This series of five sound filmstrip packages deals with topics on word structure, using context, and selecting the precise meaning. The characters are three musicians called the Multi-tones. Each package contains a 45-frame filmstrip, a cassette tape, student response booklets, activity workbooks, library catalog cards, and an instructor's guide.

$29.95 each title $149.75 five packages

VOCABULARY DEVELOPMENT

Milton Bradley

Lessons concentrate on abbreviations, contractions, prefixes, suffixes, word endings, and more. The set includes five cassette tapes, ten manipulatives, ten packs of 72 response sheets.

$90.00

READING

PRACTICAL

ABLEST
S. Royce and C. R. Miller
Educat Publishers

This practical, high-interest easy-reading series teaches life skills needed to function in society. Five books, illustrated with photographs, cover such areas as occupations, money management, and government and law.

$119.49	150 books & 1 curriculum guide (10 copies each of all 5 books)

BUILDING LIFE SKILLS, LEVEL D, E, F

Modern Curriculum Press

These colorful skillbooster workbooks develop functional reading skills through exercises in real-life learning and decision-making. Level D concentrates on critical reading in the home and neighborhood. Level E includes real-life situations in the community, and Level F develops skills in a larger, national context.

$1.80 each (5 or more copies)

CAREER READING SKILLS, A, B, C

Globe Book Company

These books offer a well-planned sequence of instruction and practice in basic vocabulary and comprehension skills for senior high students reading below grade level. The reading selections offer students up-to-date information about occupations; they gain valuable experience with actual material--want ads, bank forms, etc.

$3.25 10 or more copies I.G. $1.25

CONSUMER READING
J. Coley
Dale Seymour Publications

Students fill out order forms and coupons, read theater schedules and medicine labels, and follow contest and kite-making directions on these 20 practical spirit masters.

$4.95

DEAL: DAILY EXPERIENCES AND ACTIVITIES FOR LIVING
E. P. Doyle and J. K. Beam
DLM Teaching Resources

This straightforward workbook program provides secondary students with high-interest, low-level text to develop reading comprehension skills. Exercises focus on practical skills students need to handle real-life situations and problems--for example, "Working," "Nutrition and Health," "Consumer Buying," and more. The six workbooks in the program are also available separately.

$3.25 each   I.G. $2.00

ENGLISH FOR CAREERS
B. L. Walker
Media Materials, Inc.

This text focuses on communication skills related to a student's preparation for the world of work. Students are encouraged to explore the needs of the job market as they prepare and plan for their careers. In addition to general skills development, the text stresses vocabulary development.

$12.95

ENGLISH SURVIVAL SERIES
M. M. Maggs
National Textbook Co.

This series simplifies reading and writing by breaking them down into major, manageable skill topics--vocabulary, details, main ideas, sentences and paragraphs. There are four separate books--one for each of the four skills. Contents are drawn from everyday life--"Working in an Organization," "The Company Office," "Employment/ Unemployment," etc.

$4.50 each   I.G. $7.50   sample set $16.95

FIXING YOUR CAR COMPLETE READING SERIES

Chaselle Lifeskills

This series of four easy-reading workbooks uses up-to-date information written in consultation with automotive experts. The vocabulary is carefully controlled; a variety of motivating exercises and illustrations help develop a variety of language skills (spelling, punctuation, pronunciation, and more).

$3.95	$29.95 set of ten	$115.00 complete series (40 books, 10 copies of each of 4 titles)

FORMS IN YOUR FUTURE

Globe Book Company

This text-workbook gives students reading and writing practice in a meaningful context--the lessons are built around such commonly-used forms as job applications, bank forms, income tax forms, and so forth.

$3.48 10 or more copies

GEAR UP FOR WORK

Mafex Associates, Inc.

This text teaches attitudes needed for success on the job, while improving functional reading skills. Honesty, working safety, and responsibility are covered. Vocabulary lists are included.

$4.95

JOBS I CAN DO
J. Hogan
Mafex Associates, Inc.

This text teaches students about 25 common jobs (auto mechanic, machinist, hair stylist, telephone operator, and others), while strengthening reading and vocabulary skills. Each occupation features a half-page illustration of people at work.

$5.95

LEARNING FUNCTIONAL WORDS AND PHRASES FOR EVERYDAY LIVING, BOOKS I AND II
D. J. Somers and L. A. Wesner
Frank E. Richards Publishing Co., Inc.

These workbooks present functional words and phrases and their meanings in everyday life. In addition to individual lessons, there are pre- and post-tests and review pages.

$2.75

LIFE SKILLS DRIVING
J. Savage and R. Morrison
Educational Design, Inc.

This reading skills book teaches driving to underachieving readers and helps them pass the written driver's license test. A simple vocabulary is used; there are ample reviews and sample forms.

$2.95

LIFE SKILLS ENGLISH
B. L. Walker
Media Materials, Inc.

This text develops practical communication skills that young people need to function in their everyday lives outside of school. Chapter topics include: "Completing Forms and Applications," "Information from the Media," "Getting Expert Help," etc. The instruction is down-to-earth and uncomplicated.

$12.95

LIFE SKILLS READING
C. Mullins
Educational Design, Inc.

This text teaches reading for the real world of jobs and everyday life. Actual labels, forms, directions, and ads are used to develop basic reading competency. It is designed for students with and without reading disabilities.

$2.95

LIFE SKILLS READING 2

C. Mullins
Educational Design, Inc.

This text provides more reading for the world of jobs and everyday life, teaching students how to handle longer passages of reading matter. Newspaper articles, business letters, consumer information, and similar material are used.

$2.95

MEETING BASIC COMPETENCIES IN READING

E. L. Corcoran
Frank E. Richards Publishing Co., Inc.

The purpose of this work-study book is to provide review and practice for students who must meet minimum graduation standards in reading. Reading materials include sales brochures, catalogues, and timetables.

$2.75 I.G. $1.00

ON YOUR OWN

J. Chan and others
Janus Book Publishers

This series of four books is designed to help older students build self-confidence and increase independence while developing their reading and language skills. Topics include "Caring for your Car," "Need a Doctor?," etc.

$3.30 Sample set $12.60

PEOPLE WORKING TODAY

S. Shalit and others
Janus Book Publishers

Ideal for the older student with reading difficulties, these ten exciting books focus on the efforts of teens in getting and keeping a first job (hospital helper, van driver, clerk, etc.).

$2.30 Sample set $21.00

PHONE BOOK POWER
N. Gill
Dale Seymour Publications

These 20 spirit masters are designed to help students use the yellow pages, compute long-distance charges, and find phone numbers quickly.

$4.95

REACH FOR READING

Modern Curriculum Press

This comprehensive worktext is intended for students who need a structural phonics program, with the extra motivation of high-interest, real-life materials, signs, menus, directories, and so forth. Lively cartoons, stories, word puzzles, and action-packed exercises are included.

$2.97 each (5 or more copies)

READ ON! WRITE ON!
J. Canario and others
Janus Book Publishers

This six-book series helps students cope with behavioral problems common among young adults at school, at home, and on the job. Each unit introduces vocabulary, develops reading skills, checks comprehension, and encourages creative writing in the context of the problems.

$3.38 Sample set $18.90

READING FOR SURVIVAL
E. L. Corcoran
Frank E. Richards Publishing Co., Inc.

This basic workbook is designed to give the student an opportunity to practice reading material most adults encounter in daily life. Newspaper articles, regulations, and time schedules are included.

$2.75

READING FOR SURVIVAL IN TODAY'S SOCIETY
A. Adams and others
Dale Seymour Publications

These two resource books contain exercises based on more than 120 examples of commonly-used printed materials--forms, schedules, labels, bills, etc.

$12.95 each

READING SKILLS FOR DRIVERS

Chaselle Lifeskills

This series teaches drivers how to read vital information essential to their physical safety--road signs, what to do in emergencies, etc.

$10.95 24 duplicating masters and guide

REAL EXPERIENCES: LANGUAGE IN EVERYDAY USE
Turner
Globe Book Co.

These reading lessons are built around short, true-to-life conversations that may be read, discussed, and even acted out. Lessons include motivational activities involving a paycheck stub, an appliance guarantee, etc.

$4.14 10 or more copies

REAL LIFE READING

Mafex Associates, Inc.

Six 32-page workbooks teach survival reading skills, emphasizing following directions and reading comprehension. Food, for example, deals with grocery shopping and recipes; Medicine with reading labels and prescriptions. Telephone gives practice in the use of the telephone book. The series prepares students for reading and understanding words used in everyday living situations.

$2.95 each

REAL READING

EBSCO Curriculum Materials

This resource is a motivation-oriented reading/language arts program for teenagers using magazines that appeal to their personal interests (Sport, Wildlife, Career Word, etc.). A series of creative activities are completed in such areas as journalism, the great outdoors, and sports.

$99.95 with magazines $31.95 no magazines

REALLY ME!

L. Jacobs
EMC Publishing

This reading program uses material dealing with the problems of growing up and how to cope with them. A complete kit consists of 4 paperback books, 4 read-along cassettes, and a teacher's guide. Interest level: grades 4-10.

$68.00 kit $6.95 hardback book
$3.95 paperback book I.G. $10.00

SPORTS READING SERIES

Bowmar/Noble Publishers

Each of the three reading kits--"Big League Baseball," "Pro Basketball," and "NFL"--comes with 50 selections on study cards, a teacher's guide, and 25 reading award certificates. The series helps students develop basic reading and comprehension skills, capitalizing on their interest in sports.

$80.25	each kit
$228.75	3 kits

STORIES ABOUT WORKERS

B. Pitch
Frank E. Richards Publishing Co., Inc.

Fifteen stories depict various kinds of occupations available to those seeking employment. Each story familiarizes the student with the duties, requirements, behavior, and vocabulary to qualify for these occupations.

$2.75

SURVIVAL GUIDES
W. Roderman and others
Janus Book Publishers

This series of nine books addresses problems people meet in everyday life: "Using the Want Ads," "Becoming a Driver," "Reading and Following Directions," and more. Accompanying exercises emphasize reading comprehension and vocabulary building skills.

$3.30 Sample set $28.35

SURVIVAL READING: A DEVELOPMENTAL APPROACH

Chaselle Lifeskills

Eight reading-activity books, based on the kind of reading encountered in day-to-day life, build critical comprehension skills step-by-step. Each book, with 25 illustrated lessons, gradually increases in difficulty. Titles include "Machine-Age Riddles," "Signs Around Town," "It's on the Map," and so forth.

$168.50 complete program (80 books, 10 copies of each)

THAT'S LIFE
V. Clews and T. Reiff
Educat Publishers

A cumulative approach to basic literacy, this text presents a carefully-sequenced instructional program focused on the demands of daily living (taxes, layoff, emergency, etc.). Eight worktexts and eight drama tapes are included. The latter promote listening skills and oral language usage.

$149.25 texts, tapes, I.G.

THE VOCATIONAL ENGLISH SERIES, BOOKS 1, 2, 3
Jochen and Shapiro
Globe Book Co.

These texts are intended for students who are primarily interested in the skills they will need at work. They offer practical instruction in writing business letters, getting the most from a newspaper, preparing for a job interview, etc.

$4.47 10 or more copies

AMERICANS OF DREAM AND DEED
L. Lowenherz and R. J. Lowenherz
Amsco School Publications, Inc.

This text remediates basic reading and language skills by means of original biographies of famous Americans (Harriet Tubman, Eleanor Roosevelt, Helen Keller, and more). Comprehension exercises are interspersed within the selections to promote active reading. Application through original writing concludes every selection.

$5.35

BASIC READING COMPREHENSION, GRADES 6, 7, 8

EBSCO Curriculum Materials

This program provides vocabulary development and develops comprehension skills with reinforcement activities. Students recognize, pronounce, write, and use the lesson words. First, words are learned and matched with the definition. After hearing an audio story, the students take a mastery test of the learned words used in the story. They may then use the new words in a sentence or paragraph.

$85.00

BASIC READING SKILLS
R. A. D'Agastino and others
Arco Publishing Co.

Using a simple step-by-step approach, this book helps candidates to identify the reading skills necessary for success on the GED exam. Recognizing that different kinds of reading require different reading skills, this self-teaching guide devotes separate chapters to adjusting and applying reading skills to selections from social studies, science, and literature.

$6.95

BASIC READING UNITS
Dr. T. Gunning
Continental Press Publications

These kits provide intensive practice in developing skills in four key areas - main idea, facts and details, inference and conclusions, and sequence. They are designed for older students who are reading significantly below grade level. Subjects covered include biography, science, and historical events.

$39.50

BEGINNING READING: SOUND SYMBOLS AND BLENDING
A. M. Hofmeister and others
C. C. Publications, Inc.

This program enables the student whose progress has been slow or hampered by lack of interest to learn symbols and blending skills with a reduced amount of frustration.

$4.25 I.G. $8.95

COMPREHENSION SKILL-BY-SKILL

Chaselle Lifeskills

This skill-building series helps students sharpen their comprehension skills - grasping the main idea of a story, remembering important facts and details. Each story, written with a controlled vocabulary, is followed by self-directing exercises to check understanding of the material. There are ten copies of each title shown, 30 in all.

$55.00

CORRECTIVE READING
S. Engelmann and others
Science Research Associates

This program uses the direct instruction approach to maximize success for readers with underdeveloped skills. Teachers work intensively for 30-45 minutes each day with groups of students. There are two strands - decoding and comprehension, each with three levels of skill development, from basics to applications.

$63.70 - $74.20

CROSSWINDS

Bowmar/Noble Publishing Co.

This comprehensive skills program for students reading at or below level combines interesting reading selections with skills instruction. The selections were chosen on the basis of interest to junior high students and readability for a primary audience.

$9.33 reader	I.G. $2.70
$2.70 workbook	
$3.27 comprehension checks	

DEVELOPING EVERYDAY READING SKILLS, BOOKS 1 AND 2

S. Margulies, Ph.D., and C. W. Feder
Educational Design, Inc.

This series teaches the applied comprehension skills that are the most common source of real-life problems for students reading at 4-5 years or more below 8th grade level. Ten groups of skills at 3 different levels of difficulty are presented. Progress is gradual, but steady.

$2.95

THE ECONOMY COMPANY'S READER THEATER KIT B (Grades 4-6)

Chaparro and others
The Economy Company

This supplementary oral reading program encourages students to participate in reading. Key vocabulary and oral communication skills are developed; comprehension skills are reinforced. Each kit contains 8 scripts for each grade, a teacher's manual for each grade, and a cassette tape. The tape describes the teaching procedure for a lesson and provides information about the program.

$154.95

KEYTEXT SUPPORTIVE MATERIALS, 6

The Economy Company

Word, Phrase and Symbol Cards: The box of cards provides reinforcement of the skills presented in the text.
Concept Cards: These full-color cards are used to develop comprehension concepts, extend language experiences, and reinforce specific skills.
Picture Cards: These cards illustrate sound-symbol relationships and are used in word analysis sessions.

$ N/L

KEYTEXT, 6, 7, 8
Mattconi and others
The Economy Company

This basal reading program is intended for students experiencing difficulty in reading. Language experience techniques are combined with strong decoding, comprehension, and study skills. High utility skills are gradually presented in chart sessions. Selections include classics, plays, folklore, and nonfiction, and are short and lively.

$5.67 $8.40 teacher's resource book

MASTERING READING COMPREHENSION SKILLS
R. A. D'Agostino and others
Arco Publishing Co.

Starting with a comprehensive analysis of reading skills, this book shows students how to identify reading problems, strengthen the skill areas in which they are weak, and use their new reading skills to advantage on any kind of reading comprehension test. The book can be used alone or with a teacher.

$6.95

MORE POWERFUL READING
W. J. Levy
Amsco School Publications, Inc.

This text promotes immediate growth in reading power and equips the student with disciplines and tasks for continuous, long-range reading improvement. General organization is from simple to complex - from the meaning of the word, to the sentence, to the paragraph, to the page. Reading selections are taken from established and new writers.

$5.10

1-2-3 READ! A STEP-BY-STEP TUTORING PLAN
FOR TEACHERS, PARENTS, AND FRIENDS
J. Dettre
Dale Seymour Publications

This book offers a simple and effective system for helping someone of any age (7 to adult) learn to read. The teacher will learn how to assess the needs of the problem reader, then will be shown, step-by-step, how to help the student get through school and cope in a world where learning to read is essential.

$6.95

PASSPORT TO READING

Chaselle Lifeskills

This comprehension program consists of highly-motivating stories that are easy to read. Each of six developmentally-sequenced worktexts contain fourteen absorbing stories that help develop essential comprehension skills, like identifying main ideas and recognizing sequence.

$32.50 6 texts and guide

QUICKSILVER BOOKS

Bowmar/Noble Publishers

These high-interest reading books review comprehension and develop book report writing skills. Assignments and questions are carefully structured to help students.

$24.75 each kit (6 in all)
$139.95 complete set

READING AND GROWING
W. J. Levy
Amsco School Publications, Inc.

This text motivates and guides students into growth in comprehension, appreciation, and interpretation. Such popular authors as Richard Wright, Edna Ferber, Jessamyn West, and Joyce Carol Oates are included.

$4.50

READING COMPREHENSION

Chaselle Lifeskills

Focusing on five of the most critical skills needed to be a successful reader, these skillbooks are loaded with pages of self-directing, easy-to-understand exercises and activities students will enjoy completing. Titles include: "Getting the Main Idea," "Using Details," "Using the Sequence," "Working with Inferences," and "Focus on Critical Reading."

$9.95

READING COMPREHENSION SERIES

Bowmar/Noble Publishers

The series is intended for students who need interesting materials at lower reading levels, presenting high-interest selections to motivate students. Each kit (8 in all) contains 25 exciting narratives (75 reading cards in all, 3 of each selection), a teacher's guide, and either a set of award certificates or a poster for classroom display.

$58.59 each kit

READING DEXTERITY KIT

Bowmar/Noble Publishers

This kit is a reading aid to help students adapt their reading rate for purpose and comprehension. It offers practice in reading for main idea, sequence, specific questions, and more. A chart is included for recording speed and comprehension. Each kit contains cards with short reading selections. Answer cards, tables to determine reading rates, and progress charts are also included.

$50.85 kit

THE READING KEY
A. G. Isaacson and J. Kollas
C. C. Publications, Inc

This direct instruction program pretests, teaches, and posttests 29 basic reading skills in the areas of phonetic analysis, structural analysis, and sight reading. Four workbooks reinforce skills taught in the manual.

$23.74 package of 4

READING POWER SERIES, BOOKS 1, 2, 3, 4
A. Cass
Arco Publishing Co.

Mrs. Cass is a leading specialist and noted author in the field of Adult Education. These four books, written at the most basic level, are intended for use in an Adult Basic Education Program. They are specifically geared to the needs of the slow, reluctant reader. Ingenious tests and exercises, the aim of which is to bring out reading interest, ability, memory, comprehension, and progress, are included. The books are copiously illustrated.

$5.95 each

READING INTERPRETATION IN SOCIAL SCIENCES, NATURAL SCIENCES, AND LITERATURE

Arco Publishing Co.

These reading exercises were devised to assist the student in developing and improving reading comprehension. Each of the passages resembles those on the actual exam in format and length. Diagnostic practice tests are also included.

$5.00

READING SKILLS PRACTICE KIT - II
S. Laird
Curriculum Associates, Inc.

This program provides lessons for mastering skills and subskills necessary for reading fluency. There are six main categories: "Reading Comprehension," "Vocabulary," "Story Analysis," "Structural Analysis," "Reading Analysis," and "Research Skills." Students can work individually, in pairs, or in groups, using the 160 activity cards contained in the kit.

$44.95

RESPONDING TO PROSE: A READER FOR WRITERS
J. Fishman
Bobbs Merrill

This rhetorically-based reader treats reading and writing as complementary acts - writers read and readers write. Reading is an active, engaging creative activity. So is writing. Emphasis is placed throughout the book on keeping a journal as a way of responding to the selections and as a resource to writing. The selections are drawn from "old favorites" and "new treasures" relevant to a variety of student backgrounds.

$8.21   I.G. $2.75

66 PASSAGES TO BETTER READING;
88 PASSAGES TO BETTER READING

Chaselle Lifeskills

This complete reading program combines controlled vocabulary with content that is both interesting and informative. After each passage, a series of questions helps students identify subject matter, express main ideas, separate factual statements from opinion, and more.

$89.00 text and guide $7.95 passages

SHORT STORY SCENE

Globe Book Company

This literature and reading text contains stories planned to bring out students' ideas about subjects like drugs, jobs, parents, and prejudice. Discussion questions are grouped in the back.

$4.98 10 or more copies

SOUND OFF AND READ PROGRAM
F. Chaney
Mafex Associates, Inc.

Six games teach sounds necessary for good reading skills. The perfect reinforcement for vowel and consonant programs, they may be used with any reading program. Included are "Short Vowel Bingo," "Vowel Go Fish," and more.

$5.95

SPECIFIC SKILLS SERIES

Barnell Loft

This series breaks down reading into its component skills. The eight skill areas are 1) "Working with Sounds," 2) "Following Directions," 3) "Locating the Answer," 4) "Getting the Facts," 5) "Detecting the Sequence," 6) "Using the Context," 7) "Getting the Main Idea," and 8) "Drawing Conclusions." A complete set of booklets for "Midway" (Gr. 4-9) or "Secondary" (7-12) contains the eight skill area booklets - six copies of each in the set.

$108.85 midway set (48 booklets)
$108.85 secondary set (48 booklets)

STORIES THAT ARE NOT BORING
E. C. Gruber, Ph.D.
Educational Design, Inc.

This reading book of 30 stories, written at a 4th to 7th grade reading level, is specifically designed to capture the interest of more mature students. There are also topics to write and talk about, multiple choice questions, and answers to the questions.

$3.15

SUPPORTIVE READING SKILLS

Barnell Loft

This diagnostic and presumptive reading program develops and refines techniques underlying the 8 major skill areas. Booklets include those on Study (using an index, etc.), Comprehension and Vocabulary (understanding word groups, etc.), Survival (reading ads, etc.), and Phonics (rhyme time, etc.).

$15.80 - $27.20

COMPUTER ASSISTED INSTRUCTION

COMPREHENSION POWER

Millikin Publishing Co.

This skill-building software program for students at reading levels 4 through 12 features high-interest topics (modern issues, career awareness, etc.), improves vocabulary, and develops the ability to read rapidly and comprehensively.

$40.00 individual diskettes

CORE READING AND VOCABULARY DEVELOPMENT

P. Hamilton and B. Hombs
Educational Activities, Inc.

Students begin with 35 basic words and progress to over 200 through various activities (reading timed reading, question/answer, and more) that encourage thinking and vocabulary development. These programs are helpful for older students who are beginning readers.

$329 set - 10 diskettes

HOUGHTON MIFFLIN MICROCOURSE READING

Houghton Mifflin

This program, spanning grades 3-8, consists of software for the Apple II computers and the IBM personal computer. It covers over 300 word-attack, vocabulary comprehension, and study skills and provides practice or remediation for these skills, as well as pretests, practice exercises, and posttests. There are fifteen skill groups.

$2400 $99.95 - $249.94 - for individual skill group

LIFESKILL READING I, II, AND III

J. Layton and others
Media Materials, Inc.

Series I microcomputer packages include: "Consumer Talk: Everyday Reading Skills;" "Set Your Course Using Highway Signs;" and more. There are 8 packages in all. Series II (7 packages) includes: "Job Hunting Skills," "On-the-Job Communication," and more. Series III (4 packages) includes: "Understanding Directions on Machines," "Be a Smart Mail Order Buyer," and more.

$39.95 individual title	$319.60	(I)
	$279.65	(II)
	$159.80	(III)

READING AND LANGUAGE SOFTWARE

Milton Bradley

These seven software programs begin with "Commas" (i.e. items in a series) and end with "Reading Comprehension" (summarizing main ideas). Other titles include: "Context Clues" (educated guesses), "Compound and Complex Sentences" (readiness skills), and more. Review games conclude most programs.

$49.95 each program

READING AND THINKING I

Curriculum Software Group

The reading exercises in this program require inferential reasoning. The questions are multiple choice - a wrong response generates an explanation of the reasoning required. Two disks are included.

$74.95 Apple $54.95 IBM

READING COMPREHENSION SERIES I AND II

L. Cole and others
Media Materials, Inc.

Series I consists of 5 microcomputer courseware packages: "Discovering the Main Idea," "Keep to Sequence," "Reading the Facts," etc. Series II packages include: "Recognizing Details," "Forming Inferences," etc. (there are also 5). Each package contains a high-quality diskette with one hour of instruction, a workbook or spirit master, and an instructor's guide.

$39.95 individual title $199.75 series of five

READING COMPREHENSION I AND II

B. L. Winch and Associates/Jalmar Press

These two high-interest, easy-reading programs can help students organize their thinking, recognize the sequence of events by following logical order, infer details, main ideas and draw conclusions. Each package contains 2 diskettes, 20 workbooks, 2 teacher's guides. Number II covers the same information listed above, but is written at a slightly more difficult level.

$159.80 each

READING FOR DETAIL

Curriculum Software Group

In this drill and practice game, students read a test passage, answer questions regarding specific details, and gain points for correct answers. These points advance the student's horse in a horse race.

$49.95 each

READING KLOOZ
S. Nenadic
Midwest Publications, Inc.

Available in software or book form, these activities improve reading speed and comprehension by developing a student's knowledge of syntax, spelling, and punctuation. Klooz is played like a sophisticated game of hangman. Players are presented with a paragraph from which most of the words have been deleted. The goal is to deduce the meaning of the paragraph, using the fewest number of word and letter clues.

$9.95 text $39.95 software

MULTI-MEDIA

BASIC READING COMPREHENSION
G. Probst and others
Media Materials, Inc.

In this series of eleven cassette learning packages, students begin by learning how to identify the topic sentence. They progress by learning how to determine the main idea, how to reason, and how to read for detail. Student response booklets are also used with the cassettes.

$12.95 each title $142.50 series of eleven

CAREER CONTENT KITS
REAL PEOPLE AT WORK

EMC Publishing

This reading program works with students from elementary school through adult education. Fifteen individual kits include a total of 150 titles. Each title is a case study of individual occupations. Each kit includes 10 books, 10 read-along cassettes, 10 sets of skill-building exercises, 1 wall chart, 1 teacher resource guide.

$118.00 kit $2.45 book $10.00 cassette
$1590 15 kits

COMPETENCY SKILLS: READING ON THE JOB

Career Aids, Inc.

Students learn the importance of reading skills in performing many of the basic on-the-job requirements. This series is designed to teach students how to incorporate the skills they already have into a working situation. Two-color filmstrips, 2 cassettes, a library kit, and a teacher's guide are included.

$79.50

DOUBLE PLAY READING SERIES; TRIPLE PLAY READING SERIES

Bowmar/Noble Publishers

Each series develops reading comprehension and builds vocabulary and inference skills. Students are directly involved in oral reading to help develop critical reading skills. Accompanying each book is a cassette tape. There are 5 kits for each series, with 15 play books for students, 1 cassette tape, teacher's guide, etc.

$34.95	Double Play each kit
$159.60	complete set
$42.90	Triple Play each kit
$199.95	Complete set

FUNCTIONAL READING SERIES

B. Ainsworth
Media Materials, Inc.

This series of 5 sound filmstrip packages includes subjects built around reading directions on machines, using catalogs, reading labels, and more. Workbooks accompany the filmstrip.

$29.95 $149.75 series of five

GUIDEBOOK TO BETTER READING

Rambeau, Rambeau
Bowmar/Noble Publishers

This remedial reading system is designed for middle school, junior high, and high school students with reading problems. In the student's text, students learn and apply the principles of phonetic and structural analysis. There is also a teacher's manual, GBR tapes paralleling the text lessons, 12 supplementary readers (for recreational reading and skills reinforcement), a skills book, and duplicating masters (2 sets).

$2.97	manual
$85.95	supplementary reader set
$1.98	skills book
$1.98	teacher's edition

HOW TO READ FOR EVERYDAY LIVING
E. Insel and A. Edson
Educational Activities, Inc.

These two cassette-tape skill-building activities programs develop the necessary ability to read real-life materials. Each lesson introduces a basic vocabulary dealing with a subject with which students must cope - from labels to paychecks.

$69.00 each set (5 cassettes, 10 activity books, manual)

REACH

Bowmar/Noble Publishers

Reach is an action-packed, individualized tape program to help students improve essential reading skills. It stresses word analysis and comprehension, and improves essential reading skills. There are 42 *Reach* lessons recorded on 21 cassette tapes.

$159.60	tape set
$4.59	Show magazine
$4.59	teacher's program

READING COMPREHENSION, LEVELS A, B, C
R. Wolfe and others
Media Materials, Inc.

This reading comprehension series uses sound filmstrips, student response books, and supplementary workbooks to develop reading skills. Situations are relevant to the students' day-by-day experiences. Topics include: "Finding the Main Idea," "Using Details," "Critical Reading," and more. Each level consists of 5 packages.

$29.95 each title $149.75 series of five

READING FOR DAILY LIVING
M. O'Shea
Media Materials, Inc.

The emphasis is on everyday life--learning about a lease, reading monthly bills, understanding medical labels and warranties for appliances. There are ten cassette packages in all, each with student response booklets.

$12.95 each title $129.50 series of ten

READING INCENTIVE PROGRAM

Bowmar/Noble Publishers

This reading program stresses motivation and builds basic skills. It strengthens listening skills, improves reading comprehension, builds vocabulary, increases spelling accuracy, develops research skills and accuracy. Classroom reading kits are available. Each kit contains 7 copies of a book, 1 sound filmstrip with a record or cassette, 8 spirit master skill development sheets, and a teacher's guide.

$37.60 record edition
$37.60 cassette edition

READING - LISTENING COMPREHENSION SKILLS

E. Insel
Educational Activities, Inc.

Eight comprehension skills are introduced through a recorded story. Each lesson teaches one skill - following directions, arranging events in sequence, drawing conclusions, and more.

$49.00 5 cassettes, guide

THE READING POWERTAPES PROGRAM

Globe Book Company

This is a multi-media program for students with weak skills and a short attention span. The 24 taped lessons (used with a workbook) are built around tales of courage, danger, and adventure.

$ N/L

SAFE LIVING READING SERIES

E. M. Short and M. B. Mochring
Educational Activities, Inc.

This series presents a clear approach to teaching the recognition and understanding of basic signs and safety concepts in a functional reading setting. Titles include: Shopping Trip, Bike Well, and others. The kit contains illustrated readers (full color), story filmstrips, 2 cassettes, flash cards, ditto masters, tests, and teacher's guide.

$59.00 kit

WORKING SERIES

Mafex Associates, Inc.

Six modules begin with "The Interview" and end with "How to Get and Hold a Job." In between, "Earning Money Now" and "Self-Concept and Work" are also presented, as well as other subjects. Format A includes 15 controlled-vocabulary illustrated books, a teacher's manual, a cassette, and more. Format B has 30 books, a teacher's manual, a cassette, and so forth.

$19.95	format A - each module	$117	6 sets - A
$29.95	format B - each module	$145	6 sets - B

WRITING

COMMUNICATIONS RESOURCES

PRACTICAL

BASIC WRITING SKILLS FOR BUSINESS

Career Aids, Inc.

This skill-building program is designed to help students write clearly when applying for a job, in communications on the job, consumer correspondence, and so forth. The program consists of 4 color filmstrips, 4 cassettes, 16 duplicating masters, a teacher's guide, a resource manual, and a storage container.

$121.00

COMPETENCY SKILLS: WRITING ON THE JOB

Career Aids, Inc.

This program examines such typical on-the-job writing assignments as purchase orders, interoffice memos, and sales reports. Exercises are also included, giving students a chance to test their writing abilities. The program consists of 2 color filmstrips, 2 cassettes, a library kit, and a teacher's guide.

$79.50

HOW TO WRITE YOURSELF UP
J. D. Wool
Frank E. Richards Publishing Co., Inc.

This text provides instruction and practice in writing business letters, filling out job application forms, installment buying, etc.

$2.75

IMPROVING WRITING AND LEARNING
J. Bechtel
Allyn and Bacon, Inc., Longwood Division

This time-and-effort-saving handbook emphasizes the kinds of writing that pay dividends not only in English class, but also in most of the content areas - note-taking, essay tests, and more. Over 75 ready-to-reproduce activities, checklists, etc. are included to streamline the process.

$24.95

LIFE SKILLS WRITING
D. Mosenfelder and E. Kaplan
Educational Design, Inc.

A full range of everyday writing skills is presented - business and personal letters, forms, and so forth. This is done through guided examples and exercises. The text can also be used with disadvantaged students and those with special needs.

$3.15

SUCCESSFUL BUSINESS WRITING
M. Sitzmann
National Textbook Co.

This book outlines the major types of business writing, stressing the importance of clear, concise, logical organization and knowledge of one's audience. Examples and exercises for writing letters, reports, memos, and press releases are included.

$4.95

WRITING FOR THE WORLD OF WORK
E. Kaplan
Educational Design, Inc.

This text teaches such basic job-related writing skills as filling out application forms, taking telephone messages, and writing business letters. It can also be used in special needs writing classes.

$3.15

WRITING FOR LIFE, BOOKS 1 AND 2
Kessler and Friedland
Globe Book Co.

Book One focuses on personal writing and writing at school: "Writing a Telephone Message," "Opening a Savings Account," etc. Book Two emphasizes job-related writing: "Writing a Resume," "Applying for a Charge Account," etc.

$2.64 10 or more copies

WRITING FOR A REASON 1 and
MORE WRITING PRACTICE 1

Quercus Corporation

This text teaches the writing of complete sentences, and how to recognize and correct sentence fragments. Students learn to write telephone messages, simple notes and directions. The use of apostrophes, abbreviations, and capitalization is also taught. The accompanying practice book reinforces student skills and extends practice in writing the forms presented.

$4.40

AMSCO WRITING ENGLISH SERIES
W. J. Levy
Amsco Student Publications, Inc.

Writing English: Foundations provides the basic foundations for writing sentences, sentence sequences, and paragraphs. Sense of Sentences develops and refines skills in the composition of the single written sentence. Paragraph Power teaches the writing of the single paragraph--a unit of composition that encompasses all the basic skills. Composition: Prewriting, Response, Revision uses a process approach to writing to improve ability to write a composition of 3 or 4 paragraphs.

$4.80 - $5.85

BASIC ENGLISH COMPOSITION

Chaselle Lifeskills

This textbook is divided into 3 comprehensive sections. First, students learn to write and spell a correct sentence, then move into paragraph writing, and finally, report and letter writing. The text is accompanied by a teacher's guide.

$12.95 $129.50 10 copies and guide

BASIC LANGUAGE SKILLS
E. K. Mansfield, M.A. and others
Arco Publishing Co.

Designed to help potential GED candidates improve their language skills, this self-teaching manual is also effective for adults seeking to learn English and for students facing proficiency or competency exams. Students progress step-by-step from recognition of the eight basic parts of speech to construction of simple, compound, and complex sentences, to organization of individual sentences into unified paragraphs. There are also lessons on capitalization, punctuation, agreement, parallel structure, placement of modifiers, spelling and word study.

$6.95

BASIC WRITING SKILLS
M. Gleason and C. Stults
C.C. Publications, Inc.

Students will learn to compose correctly written, coherent, understandable sentences in these programs. Basic Writing Skills provides direct instruction for teaching students who are deficient in primary writing skills. Capitalization and Punctuation teaches students to apply 19 capitalization and punctuation rules. Sentence Development shows them how to recognize and write complete sentences, and to write more sophisticated sentences.

$53.95

COMMUNICATION IN ACTION, 2nd Edition
Williams and Eggland
South-Western Publishing Co.

This text reflects the current emphasis on effective communication skills, written and oral, in today's workplace. Students will learn how to form their communication habits to insure that they are understood. A rich supply of photos and cartoons are included.

$6.75

EXPRESSIVE WRITING I
S. Engelmann and J. Silbert
C. C. Publications, Inc.

This program uses direct instruction techniques to develop sentence and paragraph skills, together with editing and component skills. Students learn by describing actions of individuals and groups depicted in illustrations on workbook pages. The Teacher Presentation Book contains complete guide information and detailed scripts for every lesson.

$3.95 I.G. $39.95

FROM COPYING TO CREATING: CONTINUED COMPOSITION AND OTHER BASIC WRITING EXERCISES, 2nd edition
H. H. Gordon
Holt, Rinehart, and Winston

This text-workbook helps students develop basic writing skills through controlled composition exercises. By requiring students to copy complete, well-written passages and change one construction at a time, the text increases students' skills and reduces common mechanical errors. Arranged in order of increasing difficulty, the readings appeal to students of varying interests and abilities.

$ N/L

IMPROVING YOUR WRITING SKILLS
J. A. Quattrini
Arco Publishing Co.

At the heart of this writing method is the "Planning Blank," which enables students to organize their thoughts, and eleven "Patterns of Organization," which give structure to the writing. Drawing on fifteen years experience of teaching high school students how to write, the author of this text provides a classroom-tested technique for tackling any writing assignment. Using a wide variety of writing problems taken from academic, business, and personal situations, he demonstrates how to apply the pattern approach to each writing task. Whether the problem is to write a letter of complaint for the Regents Competency Test, a scholarly essay for an Advanced Placement Test, or a biographical sketch for a college application, this book shows that the pattern approach can and will work.

$7.95

THE LEAST YOU SHOULD KNOW ABOUT ENGLISH: BASIC WRITING SKILLS, FORM A, 3rd edition
T. F. Glazier
Holt, Rinehart, and Winston

Designed for students who may have missed the basics of good writing in high school, this text presents the essentials of spelling, grammar, sentence structure, and punctuation. The third edition places more emphasis on writing and provides abundant opportunities for practice - 100 practice sentences follow every section.

$N/L

LOOK, THINK AND WRITE
H. D. Leavitt and D. Sohn
National Textbook Co.

This appealing book contains scores of dramatic photographs, especially chosen to stimulate student writing at the high school through adult education levels. The writing assignments that accompany the photographs develop basic principles of planning, writing, and organizing expository writing.

$7.95 I.G. $3.95

MAKING PARAGRAPHS WORK
T. E. Gaston and M. Harris
Holt, Rinehart, and Winston

This text is a basic introduction to the techniques and methods of constructing well-written paragraphs. Stressing the vocational and intellectual usefulness of effective writing, it shows that the well-written paragraph is an essential tool for solving most modern communication problems. The text also covers the role of paragraph patterns during composition and revision and shows how paragraphs are joined in short papers.

$ N/L

OF COURSE YOU CAN WRITE

Chaselle Lifeskills

Adding detail, making analogues, and comparing and contrasting are some of the highly-structured writing exercises for students needing clearly-focused assignments. Twenty-six duplicating masters help students develop the basic skills needed for effective, clear writing. Twenty formulas are also suggested that students can practice and later apply to many writing tasks.

$10.95

70

REPORT WRITING: FORMULA FOR SUCCESS
M. L. Wegerbauer
Continental Press Publications

Writing reports doesn't have to be a trial for students. This 48-page handbook leads them through each step of the process, from planning to proofreading. Samples, summaries, and worksheets clarify the presentation.

$1.95

RESPONDING TO PROSE: A READER FOR WRITERS
J. Fishman
Bobbs-Merrill

This rhetorically-based reader treats reading and writing as complementary acts - writers read and readers write. Reading is an active, creative, engaging activity. So is writing. Emphasis is placed throughout the book on keeping a journal as a way of responding to the selections and as a resource to writing. The selections are drawn from "old favorites" and "new treasures" relevant to a variety of student backgrounds.

$8.21 I.G. $2.75

SENTENCE COMBINING AND FLEXIBILITY
J. Clifford and R. Waterhouse
Bobbs-Merrill

This text unites the latest developments in sentence combining with simplicity and brevity. Following a structure that parallels the writing process, it is divided into three parts: simple idea arrangement, sentence combining, and sentence rewriting. The emphasis is upon flexibility in forming acceptable sentences. Examples and exercises are drawn from various subject areas.

$7.38 I.G. $2.75

THE SHORT REPORT

Chaselle Lifeskills

This 47-page workbook takes students through each and every step involved in organizing and writing a report, using an actual example of a student's hand-written report.

$1.65 set of 10 $16.50

SHORTCUTS TO BASIC WRITING SKILLS: AN INNOVATIVE APPROACH TO COMPOSITION, 2nd edition
G. Steele
Holt, Rinehart, and Winston

This remedial composition workbook concentrates on high-frequency problem areas, while minimizing grammatical terminology and lengthy exercises. Truly a developmental writing textbook, it prepares students to meet freshman composition or vocational communication course requirements.

$ N/L

STEP BY STEP WRITING

Chaselle Lifeskills

Students begin by writing two-word sentences, then move into a complete paragraph, and soon are writing a report with ease. Three books (on sentences, paragraphs, and reports) each contain 20 masters.

$3.95 Set $11.75

WRITING ABOUT AMUSING THINGS
J. D. Berbrich
Amsco School Publications, Inc.

This text uses students' natural sense of humor to improve their writing. Amusing subjects motivate, create curiosity, and provide substance for later writing. Vocabulary and sentence structure practice furnishes the tasks and procedures for building good sentences. Writing techniques - such as describing or persuading - and sample paragraphs give precise direction to students for their own writing.

$3.40

WRITING ABOUT CURIOUS THINGS
J. D. Berbrich
Amsco School Publications, Inc.

Curiosity is used to stimulate interesting and informative writing. Questions motivate students to consult basic reference books to find out more, to probe, to explore, and to conclude. Organizational and writing instruction shows how to put one's thoughts in good order and good form.

$4.80

WRITING ABOUT FASCINATING THINGS
J. D. Berbrich
Amsco School Publications, Inc.

This text gives students real reasons for using fascinating ideas and information in their writing. The text motivates with fascinating facts - animals, names, cars, ballooning. The facts are then followed with word games, riddles, and puzzles, and are then applied to brief writing experiences - poems, paragraphs. Finally, full-length writing experiences are created--stories, letters, articles.

$4.90

WRITING MASTERY WORKBOOK PROGRAM

Chaselle Lifeskills

This program helps students master three vital writing skills - capitalization, punctuation, and word usage. Each workbook contains 7 lessons that focus on one skill; each lesson provides instruction, practice problems, and skill application questions. The program consists of 30 workbooks (10 copies of each of the 3) with answer keys and skill indexes.

$5.95 each workbook $55.00 set

WRITE TO READ, E, F

Modern Curriculum Press

Each workbook contains writing exercises that first develop functional writing skills and then give students a chance to use these skills in writing activities. Students will learn how well-organized paragraphs make all writing - from simple descriptive sketches to everyday letters - more effective, exciting, and enjoyable to read.

$2.10 each (5 or more copies)

FUNCTIONAL WRITING SERIES
S. Sibolkin
Media Materials, Inc.

Activities in this series include completing medical history forms, filling out insurance claims, and writing letters of complaint. The ten cassette learning packages are all directed toward situations in daily life.

$12.95 each title	$129.50	series of 10

HOW TO WRITE FOR EVERYDAY LIVING
A. Edson and E. Insel
Educational Activities, Inc.

A writing competency program structured around real life writing tasks, it deals with the basic skills needed to function and communicate in the real world - on the job and in school. Lessons include "Filling Out an Application," "Writing Business Letters," "Taking Telephone Messages," and more.

$3.45 activity book	$79.00	5 cassettes, 10 books

WRITTEN EXPRESSION SERIES
B. Walker
Media Materials, Inc.

This series of ten cassette learning packages begins with the recognition of complete sentences and ends with letter-writing exercises. Other titles include: "Improve Your Writing," "Putting Sentences Together," "The Narrative Paragraph," and others. Student response booklets are included in the series.

$12.95 each title	$129.50	series of 10

SPEAKING

COMMUNICATIONS RESOURCES

PRACTICAL

BUSINESS TELEPHONE SKILLS
C. Feuillo
Alemany Press

Through carefully designed exercises and activities, students are familiarized with American telephone language and practices, and encouraged to develop effective business telephone skills. A cassette containing sample telephone conversations supplements this program.

$4.95 text $8.95 I.G. $12.95 cassette

COMMUNICATIONS SKILLS FOR SUCCEEDING IN THE WORLD OF WORK

Bennett and Knight

This program consists of five different "packages" that contain cassettes and activity booklets. The titles are 1) "Listening on the Job," 2) "Speaking on the Job," 3) "Getting a Job," 4) "Getting Along with People on the Job," and 5) "Advancing on the Job." There is also a "Sender-Receiver Communication Game" which demonstrates how different people interpret the same directions differently.

$68.88	each package (4 cassettes, 30 activity booklets and I.G.)
$8.46	sender-receiver communication game
$334.41	total set

EFFECTIVE BUSINESS COMMUNICATION
Burtnes and Hulbert
South-Western Publishing Co.

This text (eighth edition) helps teach students the importance of oral and written communication in the business world. It also develops students' skills in listening and reading. Examples and illustrations reinforce key principles. A grammar reference division can be used for teaching purposes as well as student reference.

$12.95 text $3.85 workbook

PUBLIC SPEAKING

Hayes School Publishing Co.

This text integrates speech skills with such classroom assignments as book reports. Students learn the steps involved in preparing video tapes, news and radio broadcasts, commercials, dramatic skits, and character sketches.

$5.95

SPEAKING ON THE JOB

McKnight Publishing Company

This package, containing four cassettes, 30 activity booklets, and a teacher's guide, presents such aspects of speaking on the job as "Using Standard English," "Speaking Clearly," and more.

$67.00

SUCCESSFUL BUSINESS SPEAKING

D. A. Thomas and M. Fryar
National Textbook Co.

This concise, well-organized handbook of speaking skills explores the special nature of communication in the business world - not just what to say and to whom, but how and when to speak so the message is communicated clearly.

$4.95

SURVIVAL PRONUNCIATION

E. Hecht and J. Ryan
Alemany Press

This text presents a meaningful approach to American pronunciation to intermediate students from both academic and nonacademic backgrounds. Activities focus on life-skills themes: food, clothing, cars, school, etc.

$4.95 I.G. $9.95

USING THE TELEPHONE
Dr. E. L. Corcoran
Frank E. Richards Publishing Co., Inc.

This comprehensive workbook covers all phases of telephone communication. The student will be taught how to make emergency calls, how to understand telephone bills, how to use the yellow pages, etc.

$2.75

GENERAL

BRIDGE THE GAP
J. Ferrer and P. W. dePaleo
Alemany Press

This text successfully integrates the extremes of tightly-controlled pattern practice and spontaneous communicative discourse. The three-tiered framework (two-part communication, four-to-six part interchanges, and open-ended communication) has been successfully field-tested at secondary, college, and adult levels.

$9.95

LET'S TALK: DEVELOPING PROSOCIAL COMMUNICATION SKILLS
E. Wiig
Charles E. Merrill Publishing Co.

This program's training activities and communication card deck help teach students effective, alternative ways to respond to information in spoken messages; to approach conversations with expectations of what to say and how to say it; and more.

$12.95 manual $7.95 card decks

LOOK WHO'S TALKING
M. A. Christison and S. Bassano
Alemany Press

This text consists of teaching strategies that reflect different interpersonal and group situations, giving students the opportunity to learn functional interaction techniques while building their oral language skills.

$7.95

SPEAKING BY DOING
W. Brys and others
National Textbook Company

This text is designed to help each student become a more successful communicator. It presents a set of guided and progressive experiences to develop speaking-listening skills, from selecting a topic to screening feedback after the speech is presented.

$7.95 I.G. $3.95

TRANSITION PROGRAM
GRADES 6-9
H. and C. DuPont
AGS

This program was developed to help people understand themselves and others during the transition from childhood to adolescence. Two of the units, "Transition 1 - Communication and Problem Solving Skills," and "Transition 3 - Verbal and Nonverbal Communication of Feelings" seem best adapted to the communication skills areas. Included in the units are posters, illustrations, word cards, discussion cards, charts, audio cassettes, duplicating masters, script booklets, and teacher manuals.

$178.50	5 units
$36.50	individual units

BUSINESS COMMUNICATIONS

Instructional Materials Laboratory

This program is organized into seven units: human relations, oral communications, written communications, effective letter writing, and more. Seventy-seven transparencies are included, together with the text and instructor's guide.

$4.40 I.G. $16.50
$29.65 transparencies

THE BUSINESS OF ORAL COMMUNICATION

Gwyn and others
South-Western Publishing Co.

This instructional material is designed to equip students with the basic oral communications competencies necessary for success in their business and personal lives. The package consists of a series of audio cassettes in three modules. A workbook/study guide accompanies each module.

$2.80	each study guide
$375.00	20 cassettes, 3 modules
$172.00	8 cassettes - module 1
$85.00	4 cassettes - module 2
$172.50	8 cassettes - module 3

FAMILIAR SOUNDS - CAREERS

DLM Teaching Resources

Career awareness is combined with practice in auditory-visual association. Students listen to 50 sounds associated with 10 career areas - communications, auto mechanics, food services, recreation, and more. Fifty black and white illustrated cards are used with the tape.

$11.75

ORAL COMMUNICATION

Career Aids, Inc.

Designed to give intensive training in listening and speaking skills, this series emphasizes the role of communication skills in job advancement, personal development, and successful living. Each program contains 2 filmstrips, 2 cassettes, and one manual.

$89.00

JUMBO PHONICS
CASSETTE TRAINING PROGRAM

EBSCO Curriculum Materials

An excellent program, appropriate for any age level, it teaches beginning, final, and medial sounds, plus all other important areas of phonics. Each lesson has a single objective to promote effective learning. Students are provided practice opportunities to help them learn the basic rules of phonics. Each kit contains 96 audio lessons on 24 cassettes and a book of 96 spirit masters.

$150.00

LISTENING

PRACTICAL

LIFE SKILLS LISTENING

Career Aids, Inc.

This high-interest, low vocabulary listening skills program is based on real work situations. By listening to the taped lessons and making responses in the student record book, students learn to focus on the main idea and supporting points. The program includes 10 cassettes, 30 student record books, an answer key, and a teacher's guide.

$149.00

LISTENING BY DOING

K. Galvin
National Textbook Co.

This action-oriented introduction to listening skills for high school through adult education teaches specific listening skills in a practical, active style. It provides materials to help both students and teachers become better listeners. The three sections include: "Listening for Information," "Listening Critically," and "Listening for Feelings." The varied materials reflect home, school, and work settings.

$5.95

AUDITORY DISCRIMINATION TRAINING PROGRAM
L. A. Ehlert
C. C. Publications, Inc.

This program provides numerous exercises arranged in logical step-by-step sequences to remediate auditory discrimination problems associated with speech, language, spelling, or reading disabilities. Components include a manual, test, letter cards, daily student progress chart, program organizational chart, organized words in minimal pairs lists, and stimulus sentences.

$69.95

AUDITORY PROCESSING IN ACTION
A. Delfosse
Lingui Systems

This manual contains over 150 individual or classroom activities for auditory processing that are challenging, successful, and entertaining. It will help students become more aware of the importance of listening. Activities include identifying differences between speech sounds, recalling information, following directions, and more.

$18.00

AUDITORY REHABILITATION: MEMORY-LANGUAGE-COMPREHENSION
K. Stefanakos and R. Prater
C. C. Publications, Inc.

This program is designed to facilitate the development of auditory skills in older children and the reinstitution of auditory skills in aphasic adults. The manual contains lessons that progress from the retrieval of one fact from a 7-10 word oral presentation to the retrieval of five facts and the drawing of two inferential conclusions from a 5-9 sentence oral presentation. There are 120 lessons.

$49.95

LISTENING COMPREHENSION SKILLS PROGRAM
KITS B, C, D
S. Laird
Curriculum Associates, Inc.

Each kit is a boxed set of cards containing selections or stories that give practice in comprehension skills through multiple-response. They are designed for oral reading or listening activities, and may be used by the class as a whole or smaller groups.

$62.95

MULTI-MEDIA

COMMUNICATING ON THE JOB

Career Aids, Inc.

Students of all achievement levels learn the vital techniques of communicating on the job: listening, understanding, speaking, writing, and reading, through this filmstrip/cassette program. Five color filmstrips, 5 cassettes, and a teacher's manual are included.

$129.00

LIFE SKILLS LISTENING

S. Margulies, Ph.D.
Educational Design, Inc.

This audio tape cassette program teaches comprehension skills to students with learning disabilities. It can be used as a support program to improve study habits, reading comprehension, and test-taking skills. The content is based solely on real-life skills situations.

$139.00 10 tape cassettes, 30 student books

LISTENING ON THE JOB

McKnight Publishing Co.

This instructional package places heavy emphasis on listening skills - "Getting the Message," "Listening With an Open Mind," etc. Four cassettes, 30 activity booklets, and a teacher's guide are contained in the package.

$67.00

GENERAL COMMUNICATIONS

PRACTICAL

ARTICULATED INSTRUCTION OBJECTIVES GUIDE FOR BUSINESS ENGLISH
W. Talbert
Greenville County School District

This package consists of an instructor's guide and learning module for a Business English course. Topics include: grammar, developing paragraphs, composing business letters, developing listening skills, and more.

$ N/L

BUILDING INDUSTRIAL COMMUNICATIONS: LISTENING, SPEAKING, WRITING, READING, GRADES XI AND XII.

Natchitoches Parish School Board

These curriculum materials correlate English with the construction trades by incorporating the vocabulary, terminology, concepts and skills of the trades into the area of 12th grade English. The five units deal with letter writing, job applications, and attitudes, among others.

$ N/L

COMMUNICATIONS

CIMC

This manual addresses the many communications activities an office worker performs every day - telephone techniques, handling the mail, composing business letters, etc. There is also an extensive section on language usage.

$14.00 I.G. $33.00

ENGLISH, VOLUMES I AND II

CIMC

The first volume addresses the basics of language arts: vocabulary study, parts of speech, etc. The second volume focuses on the everyday application of reading, writing, and comprehension skills - applying for a job, writing a business letter, and more. Students learn the fundamental communication skills needed for employment.

$19.00 I.G. $25.00

ENGLISH ON THE JOB, BOOKS 1 and 2
Carlin and others
Globe Publishing Co.

These basal texts in grammar and composition are recommended for junior high classes. The lessons feature the use of clear explanations, intensive application material, and special emphasis on writing about the world we know.

$8.61 10 or more copies

EVERYDAY ENGLISH, BOOK 1 and 2

Globe Book Company

This program offers basic grammar and composition lessons for students working below grade level. Grammar lessons alternate with writing lessons, which are closely related to real-life activities (job interview, letter of inquiry). The words used for spelling are drawn from many different sources (newspaper, sports, etc.)

$3.99 10 or more copies

INDUSTRIAL COMMUNICATION READING. SPEAKING, LISTENING, WRITING, GRADE XII

Natchitoches Parish School Board

These curriculum materials correlate English with the trade of power mechanics by incorporating the vocabulary, terminology, concepts, and skills of the trade into the area of 12th grade English. The seven units deal with letter writing, job applications, and money management, among others.

$ N/L

INSTRUCTIONAL MATERIALS VOCATIONAL RELATED ENGLISH

Oregon State Department of Vocational and Technical Education

These instructional materials are intended for an English curriculum offering vocational preparation. They focus on grammar concepts, selected vocational English topics, and the use of resource materials. An extensive reference list for communication skills completes the materials.

$ N/L

MEMO MADNESS

Media Materials

Language and communication skills in real-life situations are taught with 24 11¼" x 7" task cards and 3 memo bulletins.

$10.95

ORIENTATION IN BUSINESS ENGLISH, LEVELS 1, 2, AND 3

National Textbook Co.

This three-level course is designed for all high school through adult education students who need to improve their command of practical, job-related English. Features include the development of a job-related vocabulary, achieving conversational fluency in real situations in the business world, materials on job-hunting, and more.

$5.95 text $4.95 workbook I.G. $4.95

PIC (Practical Industrial Communication)--A Self-Paced Communications Program for Technical/Vocational Students

R. S. Blieq
ERIC Documents Reproduction Service (No. ED 150 638)

This program is a form of individualized instruction that teaches communication skills to students in vocational/technical curricula. Students receive instruction in a variety of job-oriented topics to help them before and during employment. The paper describing this program was presented at the 1977 annual meeting of the National Council of Teachers of English.

$ N/L

PREVOCATIONAL ENGLISH, LEVELS 1 AND 2

National Textbook Co.

This two-level, special purpose course develops language ability in a job-oriented context. High school through adult education students will learn practical, job-related English skills. Practice materials on all the major language skills are included. The development of oral fluency is also emphasized.

$6.95 text   I.G. $4.95
$5.95 workbook

SHOP TALK
Dr. L. Kent-Udof and E. R. Sherman
Research Press

This language program is geared to the interests and needs of prevocational retarded students. It provides the model and structure which allows teachers and speech-language therapists to develop functional communication programs.

$24.95

SURVIVAL GUIDES

Edmark Corp.

This series of seven books provides students with the skills necessary to use such available resources as the telephone, newspapers, schedules, and more. The guides are suitable for slow learners.

$23.10

BASIC GRAMMAR GUIDE: Beginning Practice For Competency and High School Equivalency Exams
BASIC GRAMMAR GUIDE: Intermediate Practice For Competency and High School Equivalency Exams
BASIC GRAMMAR GUIDE: Advanced Practice For Competency and High School Equivalency Exams
Sister A. A. Pastva, SND
Arco Publishing Co.

These three guides present a complete program for building basic language skills, covering the essentials of grammar, mechanics, and usage. The instruction is clear and simple, and is reinforced by practice exercises. There are answer keys at the back of each volume. The last volume provides complete coverage of vocabulary, sentence structure, capitalization, punctuation, and spelling at the high school level.

$4.95	1 and 2
$5.95	3

BASIC LANGUAGE SKILLS
E. K. Mansfield and others
Arco Publishing Co.

Carefully guided by an experienced English teacher, students progress step-by-step from recognition of the eight basic parts of speech to the construction of simple, compound and complex sentences, to the organization of individual sentences into unified paragraphs. Along the way there are lessons on capitalization, punctuation, agreement, parallel structure, placement of modifiers, spelling and word study. The book opens with a pretest to help identify weaknesses. This is followed by carefully prepared practice exercises to strengthen every language skill. Correct answers after each exercise facilitate self-evaluation and avoid constant page flipping. Two post-tests at the end of the book measure individual progress and include helpful suggestions for further study.

$6.95

BASIC LANGUAGE UNITS:
  Grammar
  Mechanics
  Writing

Continental Press Publications

Here are three outstanding kits for remedial work in junior and senior high school, and adult education. Grammar focuses on the parts of speech, inflected forms, and sentence structure. Mechanics teaches capitalization, punctuation, usage, and spelling. Writing provides directions and practice in composition, letter writing, and report writing. Photographs and illustrations add interest. Each kit contains six copies of each title.

$44.50 complete kit

BLUE BOOK WORKSHOP
LANGUAGE AND USAGE ACTIVITIES

Chaselle Lifeskills

This comprehensive program helps students tackle everyday grammar problems, with an in-depth emphasis on punctuation, capitalization, and usage. Each lesson is filled with examples of correct and incorrect usage. A correlated activity book answers review questions to test students' mastery of the skills.

$1.50 manual $1.95 activity book
$36.75 10 manuals, activity books, and I.G.

ENCYCLOPEDIA OF ENGLISH
A. Zeiger
Arco Publishing Co.

This is a complete guide to grammar, usage, spelling, punctuation, pronunciation, roots, prefixes, suffixes, rhetoric, rhymes, and world literature.

$3.95

ENGLISH ALIVE
H. Levine
Amsco School Publications, Inc.

This text provides a basic course in English in 35 very brief, interesting lessons that are easy to teach and learn. The book takes nothing for granted--the most basic terms (vowel, consonant) are always explained. Every topic in the book passes this 3-question test: Is it clear? Is it understandable? Is it helpful?

$4.85

ENGLISH LANGUAGE ARTS
J. Bellafiore
Amsco School Publications, Inc.

This comprehensive basic text covers all the areas of the language arts--reading, writing, speaking, listening. Units include the development of speaking ability, vocabulary building, reading comprehension, and more.

$6.45	workbook
$5.50	paperback
$8.75	hardbound

ENGLISH MADE EASIER
J. Bellafiore
Amsco School Publications, Inc.

This text makes language learning easier while giving students everything they need to know about English. Rules and definitions are simple, and are highlighted in color with numerous examples. Exercises, reviews, and tests are lively and easy to work.

$5.85	workbook
$4.85	paperback

ENGLISH, PLAIN AND SIMPLE

H. Levine
Amsco School Publications, Inc.

This text provides plain and simple instruction in basic grammatical facts and related skills, and applies those facts and skills to the student's practical needs. Features and style are lively--word and language games, motivating graphics, meaningful topics. Sentences are short, the vocabulary is easy, and concrete examples are used.

$3.60

ENGLISH REFERENCE FLIP CHARTS

Chaselle Lifeskills

Two easy-to-scan flip charts give students basic grammar, punctuation, and capitalization rules. Each color-coded card pinpoints a specific grammar rule. There are 100 double-sided cards.

$10.95

ENGLISH TO USE

Chaselle Lifeskills

This textbook concentrates on the sentence, its components, and structure--the fundamental English sentence patterns. A 130-page teacher's guide accompanies the 10 textbooks, and provides answers and supplementary activities.

$12.95 $129.50 10 texts and guide

ENGLISH USAGE MINI-TEXT SERIES

Chaselle Lifeskills

Each mini-text in this series of 15 reinforces a single skill (figures of speech, punctuation, etc.) simply and directly. Colorful illustrations are included as well.

$37.50 series (15 texts and 15 answer keys)

ESSENTIALS OF ENGLISH
J. Bellafiore
Amsco School Publications, Inc.

This text provides the basics of language usage, encourages the expression of ideas in acceptable, vigorous style, and sensitizes students to the need for appropriate English. Students imitate models of correct language by actually writing the parts of speech related to the expression of ideas.

$4.85 workbook
$3.50 paperback
$5.80 hardbound

EVERYDAY GRAMMAR AND USAGE, SIMPLIFIED AND SELF-TAUGHT
S. Sorenson
Arco Publishing Co.

This book provides simple, step-by-step solutions to the standard problems of grammar and usage. Clever hints and gimmicks help students cope with traditional problems in a non-traditional way.

$4.95

EXPRESSWAYS, 6, 7, 8
Easton and others
The Economy Company

These full-color texts provide practice in important language skills. Throughout each unit, all models, practice sentences, and writing assignments relate to the unit topic. Opportunities are provided for practicing oral and written language skills.

$10.77 $12.90 teacher's resource book

FILE (File of Intermediate Language Exercises)
G. J. Richard
Lingui Systems

File consists of 600 cards of meaningful exercises and activities with over 1800 deficient language items. There are questions on the front and correct responses on the back of each card. File is organized into three major areas--words and meanings, grammar, and conversational skills. It was designed for students in 4th grade through high school, and is especially useful for learning disabled students, mentally disabled students, and language delayed students.

$36.00

GOOD ENGLISH WITH EASE
S. Beckoff, Ph.D.
Arco Publishing Co.

This unique book is designed for students and adults who wish to brush up on the basic rules of English. The reader can look up any point quickly; the practice section, which contains 80 quizzes with hundreds of questions, will help spotlight strengths and weaknesses.

$6.00

GRAMMAR AND COMPOSITION FOR TODAY

Globe Publishing Company

This completely new program has one principal aim--to teach every student to write effectively. Step-by-step lessons are written for average to below-average students at the middle school/junior high level. There is a strong focus on composition, even in the grammar lessons.

$9.90 I.G. $6.95
$2.97 workbook

99

THE GRAMMAR GAME
M. Bates and R. Stern
Bobbs-Merrill

This book gives students a conscious understanding of grammar and moves them into the active construction and manipulation of their own sentences and paragraphs. Relevant punctuation and common grammatical errors are covered as sentence structure is discussed. An analogy is drawn between grammar and the game of football. Words are arranged in "sentence formation" and there are five "positions" that words can play. There are a large number of practice and review exercises so that students can transform grammar into sentences and paragraphs.

$8.21 I.G. $2.75

GUIDEBOOK TO BETTER ENGLISH

Bowmar/Noble Publishers

Consumable text-exercise books present a range of skills from the simplest elements of language in the lower levels to more complex English skills in the higher levels. Thorough attention is given to vocabulary, spelling, grammar, usage, composition, and dictionary use.

$2.97 I.G. $1.38

IMAGINATIVE ADJECTIVES/PREPOSITIONS
D. McCarr
Dormac, Inc.

Ninety-eight tag board cards (8 1/2" x 11") with six pictures per card depicting an adjective or preposition are designed to help students apply the concept of the word to a variety of situations.

$19.95

IMPROVING YOUR PUNCTUATION SKILLS

Educational Design, Inc.

This complete course teaches the major uses of common punctuation marks. It shows how to avoid such common errors as run-on sentences, comma splices, and sentence fragments. Lessons are short and easily-mastered.

$3.15

KEYS TO ENGLISH MASTERY

Bowmar/Noble

This program presents and refines essential English skills, simplifies instruction with combined text-exercise books, emphasizes written language with a comprehensive composition program, and evaluates skills with a complementary testing program.

$3.39 I.G. $3.96

KEYS TO GOOD LANGUAGE

Bowmar/Noble Publishers

The lessons in this series cover capitalization, punctuation, word usage, parts of speech, and sentence and paragraph development. A feature of many lessons is "Broadcasting," which helps students develop oral communication skills.

$2.67 level 6 I.G. $3.39

LANGUAGE SKILLS CROSSWORD PUZZLE

Chaselle Lifeskills

Graduated in difficulty, these activity books use a high-interest crossword puzzle format to reinforce structural analysis, vocabulary, word recognition, and grammar skills.

$4.95 20 duplicating masters in each book

LESSONS IN CAPITALIZATION AND PUNCTUATION

Chaselle Lifeskills

These illustrated workbooks give students the opportunity to improve their writing as they master capitalization and punctuation skills. A variety of follow-up exercises let them apply what they have learned to write meaningful, well-constructed sentences.

$3.95 $32.95 10 books and I.G.

LESSONS IN SYNTAX

J. E. McCarr
Dormac, Inc.

This method of teaching troublesome language structures, based on transformational grammar, is intended for students in grades 5 and above. The teacher's manual contains detailed lesson plans in small sequential steps; the student workbook has over 150, semiprogrammed, self-correcting instructional pages closely coordinated with the teacher's manual. This text is also available in computer courseware.

$6.95 I.G. $10.50

LOOK IT UP

Globe Book Co.

This text familiarizes students with six reference works: the dictionary, the thesaurus, the encyclopedia, among others. Exercises teach the students how to locate specific information. Puzzles and word games reinforce the instruction.

$2.58 10 or more copies

THE MOST COMMON ERRORS IN ENGLISH USAGE AND HOW TO AVOID THEM

K. Hill-Miller
Arco Publishing Co.

Organized according to the most frequently-made grammatical errors, this text presents important grammatical rules with examples of correct and incorrect usage.

$5.95

PHOTOGRAMMAR

DLM Teaching Resources

This kit of 240 full-color photographs provides visual examples of the five parts of speech. The teacher's manual details a variety of activities suitable for students of differing language abilities. The kit is designed to supplement basic grammar instruction.

$60.00

PUTTING ENGLISH TO WORK FOR WORK

R. E. Roberts
Dale Seymour Publications

This text emphasizes career exploration and practical language skills. Vocabulary exercises introduce important terms used in everyday employment situations. There are lists of related reading in a wide range of classic and modern literature.

$6.98

READING AND WRITING SKILLS WORKBOOK FOR THE GED TEST

C. L. Friedman and A. T. Meade
Arco Publishing Co.

The writing skills section covers spelling, punctuation, capitalization, grammar usage, and logical organization. A simulated test with answers serves as an overall review. The reading section presents a detailed analysis of the skills required for the reading comprehension test, and a wealth of reading passages to sharpen those skills.

$5.95

SENTENCES AND PARAGRAPHS WORKSHOP

Chaselle Lifeskills

This worktext helps students tackle the skills that develop effective writing. Emphasis is on clarity of expression as they learn about types of sentences, structure, clauses, and verb tenses. There are exercises, a review chart and index.

$2.30 $25.95 10 copies and guide

SENTENCE PLAY
W. J. Levy
Amsco School Publications, Inc.

This text teaches average students how to build basic sentences by means of learn-by-doing sentence-building games. Twenty-four games (chapters) build sentences from simple subjects and verbs to compound and complex sentences. Students figure out their own "solutions" to game "problems."

$3.20

SPARC (Stimulus Pictures for Assessment, Remediation, and Carryover)
S. Thomsen
Lingui Systems

A comprehensive resource of pictures, this manual teaches vocabulary and concepts, correct grammar, and the improvement of speech sounds. It is also ideal for teaching in small groups.

$35.00

STEP-BY-STEP GUIDE TO CORRECT ENGLISH
M. A. S. Pulaski, Ph.D.
Arco Publishing Co.

Written on the sixth-grade level, this text is ideal for teaching and reviewing the fundamentals of English. It can be used independently, in adult basic education, or in high school equivalency programs. More than 140 exercises of gradually increasing difficulty provide extensive practice in recognizing and using nouns, prepositions, verbs, adjectives, commas, capital letters, and so forth. The correct answers to all exercises are at the back of the book.

$5.95

TROUBLE SHOOTER I AND II
P. A. Benner and others
Houghton Mifflin

This 2 volume series (8 books in volume 1; 6 books in volume 2) concentrates on trouble spots in the language arts area. Pretests pinpoint weak areas; posttests evaluate progress. Titles in Volume 1 include: "Word Attack," "Sentence Strength," and "Punctuation Power;" in Volume 2, "Word Recognition," "Parts of Speech," and "Reading Comprehension."

$3.18 each text

UNDERSTANDING AND USING ENGLISH; PRACTICE FOR UNDERSTANDING AND USING ENGLISH: EIGHTY EXERCISES
N. P. Birk and G. B. Birk
Bobbs-Merrill

The first text--on style in the English language--presents comments on the evolution of tone and usage. The second text (for use with the first text) contains exercises on sentence elements, style, rhetoric, punctuation, mechanics, and dictionary skills.

$12.79 I.G. $5.50

USING PARTS OF SPEECH

Chaselle Lifeskills

These worktexts introduce, explain, and provide intensive practice in the use of basic parts of speech. The function of each part of speech within the function of the sentence is emphasized. Skills are reinforced through student writing.

$3.95 each text $31.95 set and guide

WORDS THAT NAME
WORDS THAT TELL ACTION
WORDS THAT DESCRIBE
WORDS THAT CONNECT
A. W. Riese
Educators Publishing Service

This programmed workbook series introduces the parts of speech. It meets the needs of teachers in urban and bilingual settings, or teachers with many pupils reading below grade level, as it is designed for use by a wide range of readers. Book One teaches recognition of nouns and pronouns; Book Two teaches recognition of verbs and verb phrases in sentences; Book Three identifies adjectives and adverbs; Book Four includes conjunctions and prepositions.

$3.00 I.G. $1.00

ACADEMIC SKILL BUILDERS IN LANGUAGE ARTS

DLM Teaching Resources

These six software programs provide practice and drill in vital language arts areas. Examples include word invasion (identifying the six parts of speech); spelling quiz (spelling commonly misspelled words); and more. Each package contains a diskette, 24 blackline masters, and a teacher's manual.

$44.00 each

BASIC LANGUAGE UNITS: GRAMMAR
PARTS OF SPEECH

Continental Press

This series focuses on identifying and using the eight major word classes as well as creating their various forms. Each disk features a number of clearly illustrated grammar concepts. Immediate feedback for each student response fosters constructive and continuous learning. Students work at their own pace. There are seven disks in all.

$39.95 each disk $245.00 set

BUILDING BETTER SENTENCES: CREATING COMPOUND AND COMPLEX SENTENCES

Society for Visual Education

Students learn to combine simple sentences into compound and complex sentences. The program's instruction, practice, mastery format provides guided practice, interactive learning, and solid reinforcement.

$49.95 Apple disk, 24 worksheets, manual

ENGLISH BASICS
S. L. Irving and W. B. Arnold
Educational Activities, Inc.

Such basic English skills as the correct use of nouns, pronouns, verbs, etc. are reviewed and reinforced with student interaction. Each program focuses on a single problem, highlighted with examples. There are two programs: "Parts of Speech" (5 diskettes or 10 cassettes) and "Concepts in Language Arts" (3 diskettes or 6 cassettes).

$59.95 diskette $199.00 set of 5 diskettes, program I
$180.00 set of 10 cassettes, program 1
$129.00 set of 3 diskettes, program 2
$115.00 set of 6 cassettes, program 2

ENGLISH OLYMPICS

Interactive

This software program tests and sharpens English grammar, syntax, spelling, and vocabulary in animated "olympic event" content.

$39.95

ESSENTIAL WRITTEN EXPRESSION SERIES
Parts of Speech
Sentence Basics
Creating Better Sentences

B. L. Winch and Associates/Jalmar Press

In the first program, students analyze and learn the correct use of the various parts of speech. The second program gives students hands-on practice with common sentence patterns. The third program shows how sentences can be combined and revised. Each package contains 2 diskettes, 2 duplicating master books, and 2 instructor's guides.

$79.90 $228.85 series

GRAMMAR

R. Comer and W. Stone
Holt, Rinehart, and Winston

This new diagnostic testing and tutorial software program teaches basic grammar and mechanics through a carefully designed program of questions, drills, and practice exercises. The program consists of 2 diskettes: one containing the diagnostic tests, the other the drill and practice exercises, including reading passages for correction.

$ N/L

GRAMMAR

Society for Visual Education, Inc.

This program gives students a grammatical workout. It provides tutorials and drills covering common and proper nouns, linking and action verbs and verb phrases, and adjectives. Students also sharpen skills in subject/verb agreement and identifying simple and complete subjects and predicates.

$47.70 disk, guide

HARTLEY LANGUAGE ARTS AND READING

Hartley Courseware, Inc.

This series consists of ten software programs on the use of verbs, nouns/pronouns, roots/affixes, capitalization, adjectives, and more--all highly recommended for remedial secondary as well as adult literary levels. Each program averages five disks.

$32.95 - $49.95

HOUGHTON MIFFLIN MICROCOURSE: LANGUAGE ARTS

Houghton Mifflin

This program has software for the Apple II computers and the IBM Personal Computer. It covers over 440 grammar, usage, and mechanics skills; there are 19 skill groups. Pretests, practice exercises, and posttests are included for each skill.

$29.00 Individual skill group $124.95 - $249.00

LANGUAGE ARTS SOFTWARE

M. Bradley
EBSCO Curriculum Materials

These seven programs include "Punctuation Skills," "Building Better Sentences," "Vocabulary Skills," and "Reading Comprehension," among others. When one skill level is mastered, the computer automatically moves the student to the next level.

$49.95 each program $332   set of 7

MECHANICS OF ENGLISH

Society for Visual Education

These programs can be used with students who need extra help understanding and applying basic grammatical skills. There are four programs dealing with sentence patterns, verbs, modifiers, and pronouns, capitalization, and punctuation.

$918.00 set (18 Apple disks, manual)
$216.00 sentence patterns (4 Apple disks, manual)
$270.00 verbs, modifiers, and pronouns (5 Apple disks, manual)
$216.00 capitalization (4 Apple disks, manual)
$270.00 punctuation (5 Apple disks, manual)

PARTS OF SPEECH

Instructional Materials Laboratory

This program shows students how to identify the eight parts of speech and correct common errors. Included are 91 slides/tape, an instructor guide, and student material. A software package is also available.

$34.00 AV kit $55.00 software

PAST TENSE/PRESENT TENSE

J. Kingman and R. Swenson
EMC Publishing

Perfect for special needs students, this program teaches the proper use of past and present tense through the medium of microcomputer software.

$19.95 Apple II Plus, 1 diskette
TRS-801, 1 diskette

PUNCTUATION SERIES

Society for Visual Education, Inc.

This set of eight lessons provides drill and practice using a standardized test format. The computer randomly selects a problem sentence. The student must identify where (if at all) a mistake in punctuation occurs. Then the computer not only says if an answer is right or wrong, but also provides the appropriate rule for correction.

$56.00 disk, guide

READING AND LANGUAGE SOFTWARE

Media Materials, Inc.

Seven programs include material on commas, context clues, combining sentence parts, reading comprehension, and more. The student is presented with usage examples and must determine the right usage or meaning for specific ones. There is also a cumulative review.

$49.95 each

THE SENTENCE

Instructional Materials Laboratory

This program helps identify the basic essentials of sentences and shows how to correct sentence structure errors. Forty-two slides/tape, an instructor's guide, and student materials are included. A software package is also available.

$34.00 kit $50.00 software

WRITTEN EXPRESSION
W. Lamberg and others
Media Materials, Inc.

Microcomputer packages in this series of seven include: "The Nuts and Bolts" (verbs, nouns, etc.); "The Gears and Cogs" (using forms to show possession, using prepositions, etc); "Link It All Together" (writing sentences with objects, writing sentences correctly, etc.), and more.

$39.95 individual title $279.65 series of seven

MULTI-MEDIA

COMMUNICATION SKILLS, SEX EQUITY TRAINING PACKAGE UNLOCKING NONTRADITIONAL CAREERS

J. A. Sechler
National Center for Research in Vocational Education

This training package provides materials to build communication skills in vocational students that will help them adapt to a changing work world in which traditional and nontraditional students interact. Vocational students can practice, through hands-on experiences, new and different communication patterns. The package also includes tape scripts (tape cassette available), transparency masters, and role-playing cards.

$ N/L

ENGLISH FOR ADULT LIVING

L. Parsky
Mafex Associates, Inc.

Three workbooks give students actual reading practice for everyday situations. English For Employment includes sample application forms, resume writing, and more. English in Your Life uses newspapers and magazines to give practice in vocabulary and comprehension skills. English Grammar teaches sentence and paragraph structure, dictionary usage, and so forth.

$8.50	workbook
$9.95	guide
$19.95	19 transparencies (English for Employment)
$17.95	11 transparencies (English in Your Life)
$318.00	multi-media set (10 copies of 3 workbooks, guides for each, and 2 transparency sets)

ENGLISH GRAMMAR SERIES

B. Walker and S. Sibulkin
Media Materials, Inc.

Five sound filmstrip packages show students how to understand sentences and sentence patterns, use the helping verb, and more. Workbook activities are connected to the contents of the filmstrips.

$29.95	each title
$149.75	5 packages

GAINING PROFICIENCY IN ENGLISH
A. Agin and J. Prather
Educational Associates, Inc.

An in-depth course in the understanding and correct usage of the basic elements of English. The program emphasizes practical applications of grammar in the classroom and on-the-job situations. Correct usage of all forms of nouns, verbs, clauses, and more are included.

$89.00 8 cassettes

GRAMMAR AND USAGE SERIES
C. Knox
Media Materials, Inc.

This series of ten cassette learning packages has been developed to give a foundation in very basic grammar and usage. Practice is provided in the identification and placement of the major parts of speech; emphasis is placed on using them to provide variety and interest in writing. The interest level is appropriate for the older student, though the reading level has been kept low.

$12.95 each title $129.50 series of ten

VOCATIONAL ENGLISH

Career Aids, Inc.

In this filmstrip/cassette program, young people tell about how they use vocabulary, reading, speaking, and writing skills in the world of work. Topics include: "New Jobs, New Words," "Saying it Clearly," and so forth. The program consists of 4 color filmstrips, 4 cassettes, 8 reproducible masters, and a program guide.

$89.00

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Teacher Resource Materials

BASIC READING SKILLS AND VOCATIONAL EDUCATION

L. J. Thornton
National Center for Research in Vocational Education

The author examines the subject of reading in vocational education both as a curricular or educational issue, and as an occupational or employment skill issue. The major issue under consideration is whether reading problems in vocational education are different when viewed from a curricular and an occupational perspective.

$ N/L

BASIC SKILLS INSTRUCTION AND SUPPLEMENTARY MULTI MEDIA MATERIALS FOR DISADVANTAGED VOCATIONAL STUDENTS

J. Wiebe
New Mexico State University - Grants

This project was intended to provide instruction in basic skills (reading and math) and supplementary training in the vocational curriculum for academically and economically disadvantaged students. Students were pretested before being scheduled into the appropriate program. Audiovisual materials supplemented the vocational instruction

$ N/L

COMMUNICATION SKILLS PROGRAM FOR VOCATIONAL STUDENTS

M. Schuberg and B. J. Canon
Oregon State Department of Education

This project was designed to help high school students with industrial occupational goals achieve the practical communication skills necessary for efficient employment entry. Industrial arts and language arts teachers together developed the major essential categories for vocational English-reading, correspondence, reference, job-hunting, etc.

$ N/L

CORRELATED CURRICULUM PROGRAM: AN EXPERIMENTAL PROGRAM, ENGLISH LEVEL 1
S. A. Naddell and others
New York City Board of Education

This English teacher's guide provides learning activities for students enrolled in an interdisciplinary business careers course. These activities help students explore the relationship between language skills and success in business careers, develop an understanding of communication skills necessary for efficient functioning in the business world, and more. They are provided in various simulated job situations.

$ N/L

DEVELOPMENTAL EDUCATION FOR VOCATIONAL STUDENTS
Z. Martinez
Eastern New Mexico University - Clovis

Students enrolled in vocational classes in the areas of communication skills, math, and language were first pretested, then counselled. Developmental education was provided to those found deficient. Their progress was monitored during the instruction period, their instructors receiving reports.

$ N/L

DIAGNOSTIC AND REMEDIAL READING FOR CLASSROOM AND CLINIC, 5th Edition
R. M. Wilson and C. J. Cleland
Charles E. Merrill Publishing Co.

This popular introduction to diagnosis and remediation has been rigorously updated to include the latest research and development in the field. A chapter on the handicapped reader and a section on problems with child abuse have been added. New techniques, such as the use of close-captioned TV and sign language, are also covered.

$ N/L

THE EFFECTIVE TEACHING OF LANGUAGE ARTS, 2nd Edition
D. E. Norton
Charles E. Merrill Publishing Co.

This brand-new edition thoroughly covers all the language arts, as well as the techniques needed to help children develop their speaking, listening, reading, and writing skills. The special needs of multi-cultural children and the use of computers in the classroom are also discussed. Information on films, slides, television, and newspapers, and their role as resources for language arts instructors are also mentioned.

$ N/L

EMPLOYABILITY SKILLS FOR THE SPECIAL NEEDS LEARNER
J. L. Wircensky
Aspen Systems Corp.

This curriculum manual is designed to assist middle and secondary school teachers in the delivery of employability skills to special needs students. Included are communication, socialization, job procurement and retention, and more.

$ N/L

ERRORS AND EXPECTATIONS: A GUIDE FOR THE TEACHER OF BASIC WRITING
M. Shaughnessy
Dale Seymour Publications

This informed study of writing behaviors lists problems commonly found in student compositions, their causes, and ways of overcoming them. It is a blend of educational theory and practical suggestions.

$8.95

EVERYDAY GRAMMAR AND USAGE SIMPLIFIED AND SELF-TAUGHT
S. Sorenson
Arco Publishing Co.

This text provides simple, step-by-step solutions to the standard problems of grammar and usage encountered in school or on the job. Clever hints and gimmicks help students cope with traditional problems in a non-traditional way. This text is based on the author's 17 years' of experience teaching high school English.

$4.95

GENERIC SKILLS

Employment and Immigration Canada

This study on keys to job performance, accompanied by charts, includes communication skills--reading, writing, listening, conversing, concluding that "the ability to communicate effectively is probably one of the most significant reasons why some workers are selected and promoted to supervisory status."

$ N/L

A GUIDEBOOK FOR TEACHING WRITING IN CONTENT AREAS
S. H. Howie
Allyn and Bacon, Inc.

This unique, practical guide shows how to identify, teach, evaluate, and improve student writing in all content areas. Each chapter provides a class-tested five-step process through which students practice writing for different subjects, purposes, and audiences.

$26.95

HELPING KIDS WRITE
S. Bayne
Educators Publishing Service

The theory of this teacher's book is that students learn to write by writing regularly and often. How-to-do-it suggestions, specific lesson plans, assignments, and suggested composition topics are included.

$3.75

IDENTIFICATION OF GENERALIZABLE SKILLS IN SECONDARY VOCATIONAL PROGRAMS (Final Report)

Dr. James P. Greenan
University of Illinois, Dept. of Vo-Tech Education

The "Generalizable Skills" project was undertaken to develop strategies and procedures for assessing the mathematics skills of students in secondary vocational programs. The Final Report was designed to acquaint teachers, counselors, administrators, and other school personnel with the generalizable skills requirements which are basic to, necessary for success in, and transferable (common) within and across secondary vocational training programs. The content provides information for subsequent delivery of assessment, instruction, and support services to students including those who may have functional learning problems. The report also provides the methods, results, and recommendations of the study that identified the generalizable skill areas and skills.

$ N/C

IMPROVING COMMUNICATION SKILLS IN VOCATIONAL COURSES

E. M. Young and L. V. Rodenborn
International Reading Association

This text stresses that techniques for improving the reading and writing skills of vocational students at the secondary level should become a part of the teacher's daily instructional plan.

$ N/L

LEARNING SKILLS FOR STUDENTS IN VOCATIONAL EDUCATION

R. H. Huhn, Jr.
ERIC Documents Reproduction Service (No. ED 131 425)

This paper describes the development of a program to teach reading and learning skills intended to decrease academic failure in vocational education programs. A screening test was developed to identify students in need of assistance and a course was designed to teach the specific skills needed for academic success. The paper was presented at the 1976 Annual Meeting of the International Reading Association Plains Regional Conference.

$ N/L

LOCATING AND CORRECTING READING DIFFICULTIES, 4th Edition

E. E. Ekwall
Charles E. Merrill Publishing Co.

This text provides concrete methods for identifying and remediating the 25 most common errors children make in reading. Each difficulty is handled in an individual chapter. There are games and activities in the appendix.

$ N/L

THE NEW SUCHER-ALLRED READING PLACEMENT INVENTORY

The Economy Company

This two-part reading test for quick, accurate placement includes 35 student test booklets and a class record chart. It helps teachers determine students' independent, instructional, and frustrational reading levels. Primer through ninth-grade reading levels are accommodated. Both graded word recognition and oral reading tests are used.

$5.79 test booklets I.G. $3.69

MEETING THE CHALLENGE: CORRECTIVE READING INSTRUCTION IN THE CLASSROOM

E. N. Askow and W. Otto
Charles E. Merrill Publishing Co.

This text is intended for students who do not read as well as they should. The authors also attend to the needs of slow learners, bilingual children, and special education students in the mainstream. The teaching of good study skills, content area reading skills, and writing as a step to better reading are also stressed.

$ N/L

A METHODOLOGY FOR READING SKILL IMPROVEMENT IN VOCATIONAL SECONDARY PROGRAMS
Vocational Technical Education Unit
Oregon State University, Salem

This handbook is intended to help vocational teachers promote the development of student reading skills in cluster programs. Activities, resources, and ideas are suggested that will work in any vocational class. They include automotive crossword puzzles, guided reading plans, and more.

$ N/L

A METHODOLOGY FOR READING SKILL IMPROVEMENT IN VOCATIONAL SECONDARY PROGRAMS
W. Martin and others
Oregon State University, Vocational-Technical Education Unit, Corvallis

Designed for vocational teachers, this handbook contains six sections of background information and suggested activities geared to various aspects of reading, and a section of ideas for use in improving the reading skills of vocational students. Guidelines for choosing reading passages, teaching vocabulary, and so forth are included.

$ N/L

OCCUPATIONAL COMMUNICATION COMPETENCIES; A LIST OF AUDIO-VISUAL AIDS FOR HELPING PUPILS ACQUIRE OCCUPATIONALLY USEFUL ORAL COMMUNICATION CAPABILITIES
M. L. Salsbury
Washington Research Coordinating Unit
for Vocational Education, Olympia

This bibliography of 83 films, filmstrips, and tapes has been assembled for use by teachers in helping pupils acquire oral communication competence. These materials are grouped in classifications of communications--general, listening, conversation/discussion, supportive, and on-the-job.

$ N/L

PBTE MATERIALS CATALOG

AAVIM

This catalog describes a set of performance-based teacher education (PBTE) materials that were the product of a sustained research and development effort by the Center (AAVIM). The materials can be helpful in planning, executing, and evaluating vocational education programs in the schools. Development has been aided by the educators (over 2000) who used the materials and provided feedback to the Center.

Modules vary from $14.00 - $78.00

PRACTICAL BASIC FOR TEACHERS

J. Thompson
Charles E. Merrill Publishing Co.

This text is a readable, non-mathematical introduction to the BASIC computer language, especially geared to the elementary teacher. Computer language is presented in a step-by-step, easy-to-follow, non-threatening way. Learning is by example at almost every stage.

$ N/L

PROJECT: DEVELOPMENTAL EDUCATION FOR VOCATIONAL STUDENTS

Z. Martinez
Eastern New Mexico University, Clovis

This project pretested students enrolled in vocational classes in the areas of communication skills, mathematics, and language. Instruction was then provided to those found deficient. The project provided a means by which educationally disadvantaged and handicapped students can be better prepared to successfully complete their vocational training.

$ N/L

READING FOR WORKING

T. H. Sticht (ed.)
Human Resources Research Organization

This text reviews the HUMRRO research program on literacy in relation to job performance. The results of this program are available for application in education and training activities, and in development of job materials. Chapters include: "Performing Job Reading Tasks," "Reading and Career Education," and others.

$ N/L

READING SKILLS CURRICULUM GUIDE

J. L. Wircenski
Pennsylvania State University

This guide was developed by a team of vocational teachers and administrators in the firm belief that reading instruction is basic to any instruction, vocational or otherwise, for disadvantaged learners. The guide contains forty-eight reading lessons consisting of a story and follow-up activities, corresponding to the forty-eight lessons in the Employability Skills Curriculum Guide.

$ N/L

SAMPLE LESSON IDEAS FOR BASIC SKILL INSTRUCTION IN SELECTED VOCATIONAL PROGRAMS

J. A. Dunn and others
Cornell Institute for Occupational Education

This report provides sample lesson ideas for secondary vocational programs in such areas as agriculture, trade, and industrial education. They focus on specific skills in reading, writing, and oral communication appropriate to the program. Information on instructional activities and teaching aids are included.

$ N/L

SCHOOL TO WORK TRANSITION SKILLS FOR DISADVANTAGED YOUTH

Department of Vocational Education
Pennsylvania State University

This project identifies the skills necessary for disadvantaged youth to make a successful transition from school to work. Resource materials help vocational educators develop school-to-work transition skills development programs. Skills include communication, reading, writing, employment search, and others.

$ N/L

SCOR (Sequential Communication Objectives for Remediation)

J. B. Barton and others
Lingui Systems

SCOR gives new, comprehensive, and easy-to-use goals for teaching vocabulary, grammar, conversational skills, auditory skills, and more. The goal sequences are so thorough that they can be used for weekly lesson plans for all students, whatever their disabilities.

$15.00

SELECTED INSTRUCTIONAL MATERIALS FOR TEACHING BASIC SKILLS IN VOCATIONAL EDUCATION

J. A. Dunn and others
Cornell Institute for Occupational Education

This document presents a list of approximately 200 vocationally-relevant instructional materials and sources regarding basic skills development. Skills include reading, writing, and oral communication within the context of various vocational programs. Both commercially-available and teacher-made materials are included.

$ N/L

SPEAKING AND LISTENING IN VOCATIONAL EDUCATION
Vocational-Technical Education Unit
Oregon State University, Corvallis

This handbook is designed to help vocational teachers promote the development of student oral communication skills--speaking and listening. The importance of speaking and listening in general and in vocational education classes in particular are treated.

$ N/L

SPEAKING AND LISTENING IN VOCATIONAL EDUCATION
Oregon State Department of Education
and Oregon State University, Corvallis

This handbook was developed to assist vocational education teachers in solving students' speaking and listening problems. Skills and sample activities for assessing students' abilities are given. Titles include "Elements of Good Speech," "Listening to Content," and more.

$ N/L

SUPPORT SERVICES FOR DISADVANTAGED VOCATIONAL STUDENTS
O. B. Coffey
Tucumcari Area Vocational School, New Mexico

Students were first pretested in communication skills, fluency in English and life-coping skills, and math, then counselled if deficient. Developmental instruction was provided; if necessary the students' departments were given periodic progress reports. Posttests were also administered.

$ N/L

TEACHING AND VOCABULARY
M. Barrett and others
Lingui Systems

This comprehensive resource contains the words students need to know to be academically successful. There are 2400 words, 300 per grade level. All are accompanied by their opposites and synonyms; all are defined using age-appropriate vocabularies. Each is used in an age-appropriate sentence.

$18.00 each volume $34.00 2 volumes

TEACHING BASIC SKILLS IN BUSINESS EDUCATION

California State Department of Education

This document provides a business education model against which instructional practices in basic and survival skills may be compared. Resources and strategies for promoting these skills in business education are also given. Skills include: "Writing and Understanding Business Letters," "Filling in Job Applications," "Using Dictionaries," and more.

$ N/L

TEACHING STUDENTS TO READ BETTER
P. Incardone
American Vocational Association

This text was created specifically for the vocational education teacher's use in teaching reading and comprehension skills. Teachers are shown how to assess their students' abilities to read, comprehend, and use textbooks, how to aid vocabulary development, and how to improve comprehension and study skills. A year-long model reading unit outlines the necessary steps.

$5.00

TEACHING STUDENTS WITH LEARNING PROBLEMS
C. D. Mercer and A. R. Mercer
Charles E. Merrill Publishing Co.

This text offers teaching activities, self-connecting materials, instructional games, and reviews of commercial programs and aids to prepare students to teach mildly-handicapped children in grades K-12. Content information includes reading, language, spelling, and written expression. A special section on microcomputers is especially timely.

$ N/L

TEACHING WRITING: BAY AREA ESSAYS
G. Camp
Dale Seymour Publications

This text includes essays from 16 experienced teachers. It describes their work with students in every stage of the writing process, drafting, using response groups, and more.

$13.50

VOCATIONAL READING POWER PROJECT--MANUAL & MODULES
R. Butz
Minnesota Curriculum Services Center

The manual gives teachers tools and techniques for testing the reading level of their text materials, pretesting their students' ability to read and comprehend text materials, and more. The content area modules are kits that can be used for self-instruction or inservice activities. There are 27 titles--"Critical Reading," "Learning How to Read," etc.

$2.00 manual $7.50 - $55.00 modules

THE WHOLE WORLD CATALOG, Vols. 1 and 2

Dale Seymour Publications

These books contain a wealth of ideas, clearly presented, with examples of student writing and bibliographies. They are invaluable resources for writing teachers.

$7.95 vol. 1 $8.95 vol. 2

WHY YOU SHOULD TEACH READING IN VO AG
C. L. Rexrode
Agricultural Education Magazine

This guide indicates the need for vocational agriculture teachers to pre-teach concepts which would block student understanding, offering practical suggestions for developing students' reading and vocabulary skills.

$ N/L

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Appendices

Appendix A

Generalizable Communications Skills

KEY

■ - High Generalizability ($\bar{x}$ = 5.01 - 7.00)

▨ - Medium Generalizability ($\bar{x}$ = 3.00 - 5.00)

□ - Low Generalizability ($\bar{x}$ = 1.00 - 2.99)

Communications Skills

Words and Meanings

1. Use plural words appropriately in writing and speaking
2. Use appropriate contractions and shortened forms of words by using an apostrophe in writing and speaking
3. Use appropriate abbreviations of words in writing and speaking
4. Use words appropriately which mean the same as other words but are spelled differently
5. Use words correctly which sound the same as other words but that have different meanings and spellings
6. Use words appropriately which are opposite of one another
7. Use appropriate word choices in writing and speaking
8. Add appropriate beginnings and endings to words to change their meaning
9. Punctuate one's own correspondence, directives, or reports

Reading

10. Read, understand, and find information or gather data from books, manuals, directories, or other documents
11. Restate or paraphrase a reading passage to confirm one's own understanding of what was read
12. Read and understand forms
13. Read and understand short notes, memos, and letters
14. Read and understand graphs, charts, and tables to obtain factual information
15. Understand the meanings of words in sentences
16. Use a standard dictionary to obtain the meaning, pronunciation, and spelling of words
17. Use the telephone and look up names, telephone numbers, and other information in a telephone directory to make local and long distance calls

Writing

18. Review and edit other's correspondence, directives, or reports
19. Compose logical and understandable written correspondence, directives, memos, short notes, or reports
20. Write logical and understandable statements, phrases, or sentences to accurately fill out forms

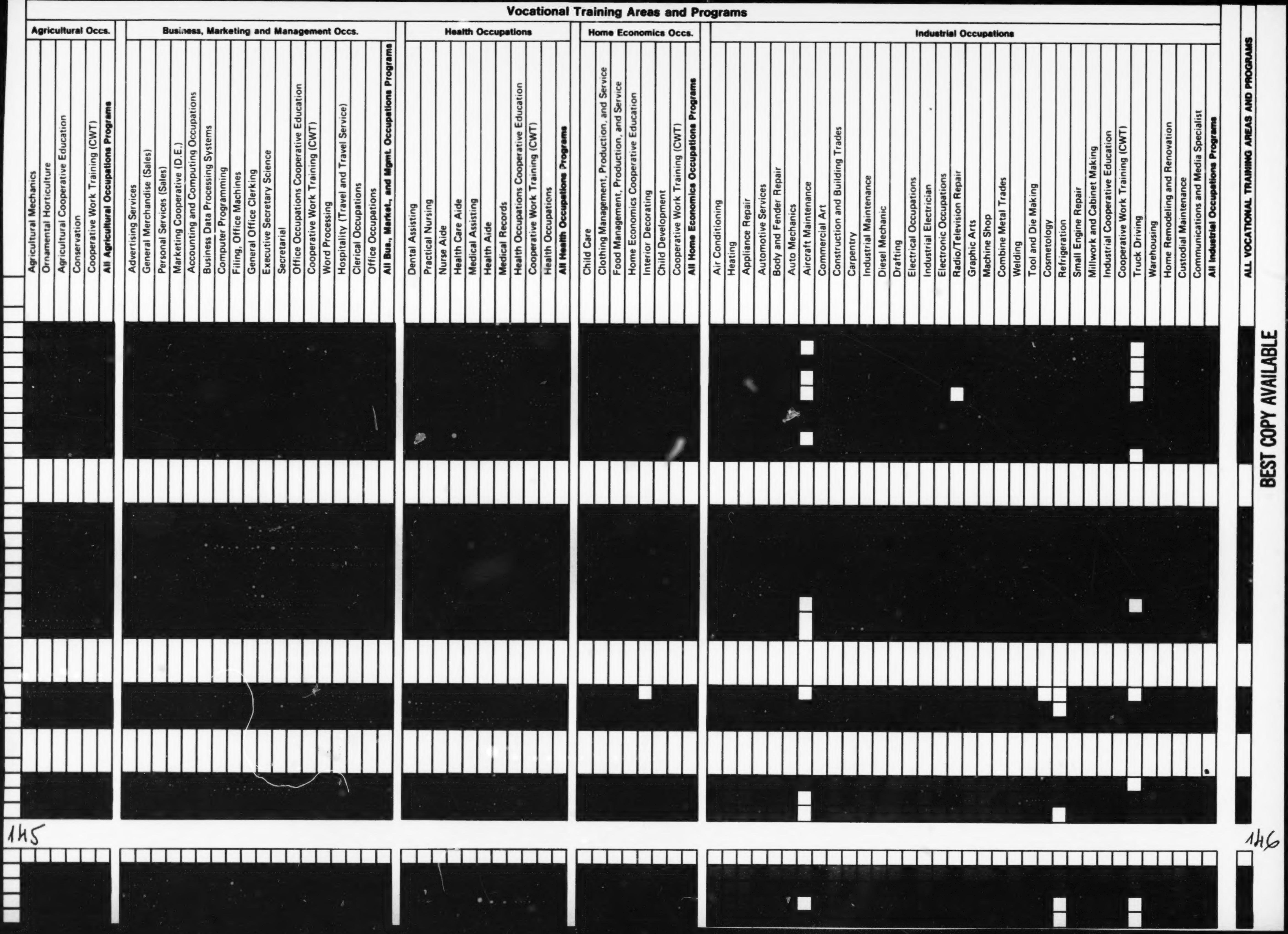
Speaking

21. Speak fluently with individuals or groups
22. Pronounce words correctly
23. Speak effectively using appropriate behaviors such as eye contact, posture, and gestures

Listening

24. Restate or paraphrase a conversation to confirm one's own understanding of what was said
25. Ask appropriate questions to clarify another's written or oral communications
26. Attend to nonverbal cues such as eye contact, posture, and gestures for meanings in other's conversations
27. Take accurate notes which summarize the material presented from spoken conversations

Vocational Training Areas and Programs



Agricultural Occs.

- Agricultural Mechanics
- Ornamental Horticulture
- Agricultural Cooperative Education
- Conservation
- Cooperative Work Training (CWT)
- **All Agricultural Occupations Programs**

Business, Marketing and Management Occs.

- Advertising Services
- General Merchandise (Sales)
- Personal Services (Sales)
- Marketing Cooperative (D.E.)
- Accounting and Computing Occupations
- Business Data Processing Systems
- Computer Programming
- Filing, Office Machines
- General Office Clerking
- Executive Secretary Science
- Secretarial
- Office Occupations Cooperative Education
- Cooperative Work Training (CWT)
- Word Processing
- Hospitality (Travel and Travel Service)
- Clerical Occupations
- Office Occupations
- **All Bus., Market, and Mgmt. Occupations Programs**

Health Occupations

- Dental Assisting
- Practical Nursing
- Nurse Aide
- Health Care Aide
- Medical Assisting
- Health Aide
- Medical Records
- Health Occupations Cooperative Education
- Cooperative Work Training (CWT)
- Health Occupations
- **All Health Occupations Programs**

Home Economics Occs.

- Child Care
- Clothing Management, Production, and Service
- Food Management, Production, and Service
- Home Economics Cooperative Education
- Interior Decorating
- Child Development
- Cooperative Work Training (CWT)
- **All Home Economics Occupations Programs**

Industrial Occupations

- Air Conditioning
- Heating
- Appliance Repair
- Automotive Services
- Body and Fender Repair
- Auto Mechanics
- Aircraft Maintenance
- Commercial Art
- Construction and Building Trades
- Carpentry
- Industrial Maintenance
- Diesel Mechanic
- Drafting
- Electrical Occupations
- Industrial Electrician
- Electronic Occupations
- Radio/Television Repair
- Graphic Arts
- Machine Shop
- Combine Metal Trades
- Welding
- Tool and Die Making
- Cosmetology
- Refrigeration
- Small Engine Repair
- Millwork and Cabinet Making
- Industrial Cooperative Education
- Cooperative Work Training (CWT)
- Truck Driving
- Warehousing
- Home Remodeling and Renovation
- Custodial Maintenance
- Communications and Media Specialist
- **All Industrial Occupations Programs**

ALL VOCATIONAL TRAINING AREAS AND PROGRAMS

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145

146